

Civil Service LEADER

America's Largest Weekly for Public Employees

Vol. XXII, No. 19 Tuesday, January 17, 1961 Price 7

F HENRY GALPIN
F C DRAWER 125
CAPITOL STATION
ALBANY - 1 N Y
COMP

L. I. Legislators Lend An Ear to CSEA Program

Both state and county chapters of the Civil Service Employees Association worked together recently to present State legislators from Long Island with an informed viewpoint of major CSEA legislation for 1961 and to seek their support for this legislation.

At a luncheon meeting tendered by the Long Island Committee of Civil Service Employees Association at the Salisbury Park Club House in Westbury, the 11 legislators attending the meeting heard particular emphasis placed on two major measures—increased salaries for State employees and protection against removal for per diem and labor class employees with five years service.

Although the two bills, if approved, would effect State employees, this did not keep the county members of the Committee from pitching in and giving their support to the measures.

The legislators, who were listening to the hopes of their constituents, declared they would support the CSEA salary resolution if it reached the floor of the Legislature. The CSEA bill calls for a three-grade increase for all employees and extra increments. This bill also would equalize salaries in state service. Much attention was also paid to the job protection bill for per diem aides.

Most Lawmakers Attended

Committee Chairman Louis A. Desiderio welcomed the guests, who included Senators Daniel G. Albert, Edward J. Speno and Henry Curran, from Nassau County, and Elisha T. Barrett, Suffolk County. Assemblymen attending were Anthony Barbiero, Edwin J. Fehrenbach, Francis F. McCloskey, John E. Kingston and Palmer D. Farrington, from Nassau, and James Grover, Jr., and Prescott B. Huntington, Suffolk.

On hand to aid in presenting Association arguments for the CSEA 1961 legislative program were F. Henry Galpin, CSEA salary research analyst; Harry W. Albright, Jr., and Harold Herzstein, CSEA attorneys, and Solomon Bendet and Salvatore Butero of the CSEA Metropolitan Conference, of which the Committee chapters are members.

Other speakers were Peter J. Pearson, of Central Islip State Hospital, and Irving Flaumen-

Nassau Chapter Shifts Meeting Site to Park

For its Jan. 18 meeting, Nassau County chapter of the Civil Service Employees Association will meet in the Salisbury Club in Nassau County Park in East Meadow. Chapter Board of Directors members will assemble in the clubhouse at 6 p.m. for a dinner meeting. The regular meeting will be held at 8 p.m.

The Salisbury Club is constructed on "country club" lines and is a public dining and dancing club for citizens of Nassau County, offering quality meals and refreshment at low prices.

Irving Flaumenbaum, chapter president, announced he was "extremely gratified" to obtain the handsome club house for the meeting.

baum, president of Nassau chapter.

Costs of the Association programs were presented, as well as the vital need for government to preserve the high quality of its present personnel by maintaining modern standards of employment.

Parkway Police Appeal Decision On Reallocations

The Long Island State Parkway Police have requested the President of the State Civil Service Commission, H. Elliot Kaplan, to reconsider the recent decision of the Commission upholding the denial of the Director of Classification and Compensation to reallocate the titles of Traffic and Park Officer and Traffic and Park Sergeant to higher grades.

The Long Island State Parkway Chapter, together with the Civil Service Employees Association, has sponsored a request for an upward allocation of these titles from grade 12 to 14 and from grade 15 to 17 respectively. This request was initially denied by the Director of Classification and appealed to the Civil Service Commission. It was again denied.

However, the Civil Service Employees Association feels that if the Civil Service Commission were in possession of all of the pertinent facts pertaining to these titles, its action might be reconsidered.

Feily Writes To Kaplan

Joseph Feily, President of the Association, has recently written to Mr. Kaplan asking for a re-opening of the case. In his letter, Mr. Feily said:

"After consideration of this matter, including direct discussion with the appellants, it is my feeling that the Commission may not have availed itself of all possible facets of this appeal. Accordingly, I am writing to you to request the Commission to reconsider this decision, and to have an oral hearing. I feel sure that the Division of Classification and Compensation has benefited and added to its knowledge in the hearing that they held.

For the Commission to better assess and to get the full flavor of this problem I urge you to comply with our request."

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

Attenuate CSEA Dinner

ALBANY, Jan. 16—Gov. Nelson A. Rockefeller has informed the Civil Service Employees Association that he and Mrs. Rockefeller will be in attendance when the



Gov. Rockefeller

Employees Association holds its 51st annual dinner meeting March 2.

Lea LeMieux, chairman of the CSEA Social Committee, announced the Governor's acceptance to attend and reports that the dinner again will be held in the Sheraton Ten Eyck Hotel in Albany.

Miss LeMieux informed The Leader that an enlarged social program was being planned for this year and that details would be announced in the coming weeks.

Details as to registration of delegates and program planning will be in the mail to chapters within the next two weeks.

Legislation to Dominate Southern Conference's Meeting At Newburg

The Southern Conference of the Civil Service Employees Association will hold its Winter meeting at the State Armory, Newburgh, New York, on Friday, January 27, at 8:00 P.M.

This meeting is held annually in January immediately after the Legislature has convened and gives the officers, delegates and members in the Conference an opportunity to receive first hand information from an Albany representative of

Mrs. MacTavish Takes State Post

Mrs. Dorothy MacTavish, a stenographer for the Civil Service Employees Association headquarters staff in Albany, has resigned to accept a position with the State Legislature.

Mrs. MacTavish this week will assume her duties as a member of the staff of Senate Majority Leader Walter J. Mahoney.

Feily Open Letter

See Page 14

Special Leader Report

Kaplan Details Objectives Of His 20-Points

ALBANY, Jan. 16—For the first time in print, H. Elliot Kaplan, president of the State Civil Service Commission, has discussed in detail the objectives of his Twenty-Point program for improved personnel practices in government.

An outline of the 20 points first was given by the commission president last May at a workshop of the Metropolitan and Southern Conferences of the Civil Service Employees Association.

The Leader now presents Mr. Kaplan's extended views on proposed goals:

1. Extension of the state's career service to include practically all positions with the exception of those involving determinations of political policy:

Mr. Kaplan said he preferred the criteria, now applied by the State of Illinois, in deciding the jurisdictional classification of jobs. If applied in New York State, it would mean that unless the position is responsible directly to the Governor, the Legislature or

to the appointing authority, it would be ruled out of the exempt class.

Furthermore, the commissioner expressed his belief that it is a mistake to protect employees in responsible policy exempt class jobs from removal solely because of their status as a volunteer fireman or a veteran.

He said retention of such high officer holders in spite of changes in the administration does not afford the responsible official the assurance of having his program carried out in line with the policies and objectives of the party in power.

Gen. Farrell New Defense Director

ALBANY, Jan. 16 — Gen. Francis W. Farrell, former consultant on fallout shelters to the State Civil Defense Commission, is the agency's new director.

He succeeds Lt. Gen. Clarence R. Huebner, who retired earlier this month.

As state civil defense director, General Farrell will receive a salary of \$21,486 a year.

2. Transfer of professional, technical and administrative positions now excepted from examination to the non-competitive class:

Such a move would insure that employees holding these jobs would be required to meet at least the minimum qualification requirements for filling the position, as established by the Civil Service Commission. He pointed out that many have a mistaken idea that employees holding highly-placed non-competitive positions do not have to meet qualifying standards.

The possibility, under Point 2, of placing many of these positions in the competitive class would be greatly enhanced, he added.

3. Creation of a "floating corps" of administrative generalists for responsible positions in government:

Pointing out that employees are

(Continued on Page 16)

Erie Senator Seeks Correction Officer Uniform Allowance

ALBANY, Jan. 16 — State Senator John H. Cooke, Erie County Republican, has opened a drive to win an allowance for all State correction officers for uniforms.

In a bill introduced last week, Mr. Cooke seeks legislative approval for payment of an annual clothing allowance of \$129.10 for purchase of uniforms, where required of the employees.

The senator said his bill, endorsed by the Civil Service Employees Assn., would provide authority for the State Correction Department to furnish the uniforms and maintain them, if this method is preferred.

Several Guests Invited

The following guests have been invited to attend: Joseph F. Feily, CSEA president; Messrs. Albert C. Killian, Raymond G. Castle, Vernon A. Tapper, Charles E. Lamb, and Claude E. Rowell, vice-presidents; Charlotte M. Clapper, secretary, and Theodore C. Wenzl, treasurer.

Hazel Abrams, president of the Capital District Conference; Flo-

(Continued on Page 16)

City Exam for Buyer to Close Jan. 25; \$5,750

The New York City examination for the title of buyer (instructional material) will be open only until Jan. 25. The starting salary is \$5,750 a year, reaching a maximum of \$7,190 a year. There are annual increments and a longevity increment of \$240 each.

The requirements are: Five years of experience in purchasing a large volume and variety of instructional or similar material, two years of which may have been in a field closely related to purchasing. A BA from a four-year college or university and one year of graduate study in a course related to purchasing and three years of experience in purchasing may be substituted. Candidates must meet the minimum requirements at the time of appointment.

The written test is tentatively set for March 29. The test may include questions on purchasing principles and procedures, specifications, trade terminology and practices, and sources of supply. Those who fail the test shall not be considered for appointment.

Applications are obtainable at the application section of the Department of Personnel, 96 Duane St., New York 7, N. Y. The announcement is No. 9066.

IN CITY CIVIL SERVICE

By RICHARD EVANS JR.

Five Charities Split \$3,250 from Police

The New York City Police Department Charity Fund recently donated \$3,250 to five different organizations. The checks were presented by Police Commissioner Stephen P. Kennedy in the board room of Manhattan Police Headquarters.

The National Cystic Fibrosis Research Foundation and the Salvation Army each received \$1,000. Checks for \$500 went to the Industrial Home for the Blind and to the Nursing Sisters of the Sick Poor. A check for \$260 went to the Staten Island Mental Health Society.

Representatives of the various line organizations were present to represent the uniformed force, and a representative of the Civil Service Forum was present to represent the civilian employees in the Department.

The Charity Fund is supported entirely by voluntary contributions from members of the Department.

Cash Awards for Suggestions Go To Housing Employees

Cash awards went last week to 23 New York City Housing Au-

thority employees for suggestions that have resulted in more efficient operating procedures in the Authority.

The awards, ranging from \$50 to \$10, were made by William Reid, chairman of the Authority, at ceremonies held in the Authority's offices, 299 Broadway.

Recipients of \$50 awards were: Safrona E. Brandon, senior tabulating operator in the finance and audit department; George Cook, foreman of painters in the maintenance section; Noel W. Greengard, supervising tabulating operator in the Finance and Audit department and Francis X. Sharpe, elevator mechanic, central maintenance.

Those receiving \$25 awards were: William G. Boes, Peter Brescia, Herman Burstin, Susie Cunningham, John F. Fray, Joseph Gallacher, Bel Jelin, Sally Markman, Pat Porto, Leon Rappaport and Howard Ward.

Awards of \$10 were made to Roslyn Cohen, Rose P. Dolling, Donald A. George, Clara Laito, Elizabeth L. Laverty, Beverlee S. Mance, Hilda Tedesco, Marvin Teitelbaum.

St. Patrick's Day Parade Taking Shape

The Annual St. Patrick's Day Parade will be held this year on Friday, March 17, it was announced last week following a meeting in the Hotel Astor of the arrangements committee. Harry M. Hynes was elected chairman.

Representatives of more than 250 Irish societies, colleges and high schools participating in the parade were represented at the



Harry M. Hynes

committee meeting and have already begun preparations.

The parade will be led off on Fifth Ave. by the 165th Infantry Division of the State National Guard (formerly the 69th). The main reviewing stand will be at 64th St., and Cardinal Spellman will review it from St. Patrick's Cathedral.

Other officers of the parade, elected at last week's meeting, are: John J. Sheahan, chairman emeritus; James J. Comerford, vice-chairman; James A. Doris, secretary; John J. Walsh, treasurer; John J. Bodkin, financial secretary; William J. O'Brien, assistant secretary and John Clune, sergeant-at-arms.

Screvane Name 'Man Of Year' by Queens Catholic Youth Group

Sanitation Commissioner Paul R. Screvane will receive the "Man of the Year" award for 1960 from the Queens Catholic Youth Organization, it was announced last week.

He will receive the golden "Dio-

Your Public Relations IQ

By LEO J. MARGOLIN



(Mr. Margolin is an adjunct professor of public relations in the New York University School of Public Administration and is a vice president of the public relations firm of Tex McCrary, Inc.)

GOOD PERFORMANCE helps make good public relations—for you and for your department. And good appearance is an integral part of good performance.

IF YOU look like the wind swept you into the office, you are detracting from your good public relations although you are the office eager beaver.

ON THE OTHER HAND, neatness, cleanliness and careful grooming, enhances your public relations.

cesan Crown" on a plaque at a testimonial dinner to be held at 7:30 p.m., Wednesday, Feb. 1, in the Boulevard Restaurant, Elmhurst, Queens.

Commissioner Screvane will be the second recipient of the award. Last year, it went to Justice James T. Hallinan.

Mayor Wagner will be honorary chairman of the event.

Mayor & Mrs. Wagner To Receive City C.S. Histadrut Committee

The New York City Civil Service Employees Committee for Histadrut will be received by Mayor and Mrs. Robert F. Wagner at Gracie Mansion at 4:30 p.m. Thursday, Jan. 19.

About 100 City department heads and key personnel of the American and Israeli labor movements are expected to attend.

Sanitation Commissioner Paul R. Screvane will be inducted as 1961 chairman of the Committee, succeeding Investigations Commissioner Louis I. Kaplan, who has served as chairman for two years.

Civil service employees of New York City have made voluntary contributions to a special project in Israel—a youth center in Tiberias on the shores of the Sea of Galilee.

To launch the 1961 drive, employees of the City Sanitation Department have donated \$1,700 toward the youth center, which is part of the network of youth services sponsored by Histadrut, the Israel labor federation.

Nurse's Aides

The New York City Civil Service Commission last week approved a resolution to pay nurse's aides enrolled in the "learn-earn" program of the Hospitals Department at the rate paid to staff nurses unlicensed.

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

YOU MAY ARGUE: "Why all this flapdoodle about appearance when I do my job well?" The answer is simple: the public judges you as much by appearance as by performance.

ALL THIS becomes more urgent if you meet the public. And John Q. Public is an important ally for all public employees. There always comes a time when you need public support for higher pay and better working conditions.

WE REMEMBER well the campaign for higher pay which the New York City police and firemen ran 30 years ago. As a reporter we watched the police carry on with good performance and good appearance. They communicated effectively that they were "the finest" in every sense of the word. They received overwhelming public support. And they won a well deserved raise.

IN CONTRAST, I remember an employee at a counter in a state office. He looked like a refugee from the Municipal Lodging House. He didn't talk to the public. He snarled at them. The comments I heard from Mr. and Mrs. John Q. Public would have sent every public employee into a cave to hide in shame.

THIS MAN MADE more bad public relations for all public employees by himself than could have been generated by a machine. What is more important: he lost thousands of friends for you and you for those times when you will need friends for the betterment of your pay and conditions.

IN THE FORMAL definition of public relations, we find that it is a management function which evaluates public attitudes (what the public thinks of you), identifies the policies and procedures of an individual (you) or an organization (your department) with the public interest, and executes a program of action (how you look, how well you perform) to earn public understanding and acceptance (assets you can practically deposit in the bank).

NEXT TIME you look in a full length mirror, check your public relations "IQ."

CIVIL SERVICE LEADER
America's Leading Newsmagazine for Public Employees
LEADER PUBLICATIONS, INC.
97 Duane St., New York 7, N. Y.
Telephone: BEekman 3-6010
Entered as second-class matter October 3, 1939, at the post office at New York, N. Y., under the Act of March 3, 1879. Member of Audit Bureau of Circulations.
Subscription Price \$4.00 Per Year (Individual copies, 10¢)
READ The Leader every week for Job Opportunities

CITY EMPLOYEE EVENTS CALENDAR

- CIVIL SERVICE EMPLOYEES** Committee for Histadrut, Reception, 4:30 p.m. Thursday, Jan. 19, Gracie Mansion, East 88th St. and East End Ave., Manhattan. Mayor and Mrs. Robert F. Wagner.
- SCHOOL CROSSING GUARDS** Association, Fifth Annual Dance, 8:30 p.m. Friday, Jan. 27, Manhattan Center Grand Ballroom, 311 W. 34th St., Manhattan.
- BRONX WOMEN'S BAR ASSOCIATION**, Annual Dinner, 7:30 p.m. Wednesday, Jan. 25, Concourse Plaza Hotel, 900 Grand Concourse, Bronx.
- PASTEUR GUILD**, Bellevue Hospital Chapter, "Chair of Unity Octava" ceremonies, St. Patrick's Cathedral, South Portal, 7:45 p.m. Wednesday, Jan. 18.
- FULASKI ASSOCIATION**, Police Department, Annual Dinner Dance, Mayer's Parkway Restaurant, 13 E. 233d St., Bronx, Sunday evening, Jan. 29.
- SUPERINTENDENTS ASSOCIATION**, Sanitation Department, Meeting, 8 p.m. Wednesday, Jan. 18, 428 Broadway, Manhattan.
- NEGRO BENEVOLENT SOCIETY**, Sanitation Department, Meeting, 8 p.m. Thursday, Jan. 19, 81 W. 115th St., Manhattan.
- HEBREW SPIRITUAL SOCIETY**, 40 E. 7th St., Manhattan, Meeting, 7:30 p.m. Thursday, Jan. 19.
- IRISH-AMERICAN ASSOCIATION**, Sanitation Department, Meeting, 8 p.m. Thursday, Jan. 19, North Ballroom, Hotel New Yorker, 34th St., and Eighth Ave., Manhattan.

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

Here is the newspaper that tells you about what is happening in civil service, what is happening to the job you have and the job you want.

Make sure you don't miss a single issue. Enter your subscription now.

The price is \$4.00. That brings you 52 issues of the Civil Service Leader, filled with the government job news you want. You can subscribe on the coupon below:

CIVIL SERVICE LEADER
97 Duane Street
New York 7, New York

I enclose \$4.00 (check or money order) for a year's subscription to the Civil Service Leader. Please enter the name listed below:

NAME

ADDRESS

CITY ZONE

MAKE '61 YOUR BIG YEAR! FINISH HIGH SCHOOL AT HOME IN SPARE TIME

If you are 17 or over and have dropped out of school, write for FREE Lesson and FREE Booklet. Tells how

AMERICAN SCHOOL, Dept. 9AP-74
130 W. 42 St., New York 36, N.Y. Ph. BRyant 9-2604 Day or Night
Send me your free 55-page High School Booklet.

Name _____ Age _____

Address _____ Apt. _____

City _____ Zone _____ State _____

MENTAL HYGIENE MEMO

By WILLIAM ROSSITER

CSEA Mental Hygiene Representative

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

DISCHARGED PATIENTS in the State's mental hygiene institutions increased from 10,000 in 1955 to 18,000 in 1960. This was due largely to the use of the new drugs.

OVERCROWDEDNESS CONTINUES in our hospitals in this state but the total patient population has not increased—it has fallen off in the past several years. The rate of admissions are much higher but the number of discharges are greater and the hospital stay has been considerably lessened.

GOVERNOR ROCKEFELLER has recommended that the State now give greater attention to the 25,000 patients once considered incurable. It is planned that new drugs and new techniques would be employed in this program. Mental hygiene employees strongly endorse any program that will help in returning our patients to the community, their positions and families.

IN ADDITION TO being vitally interested in the care of the mentally ill, our employees are concerned (and at times anxious) in better salaries, shorter retirement, correction of existing inequities, 27½ hour work week for institutional office employees, better staffing—to mention only a few of our objectives.

GOVERNOR ROCKEFELLER deserves an accolade for his efforts on behalf of the foreign trained Doctors in our institutions. Because of his understanding and initiative, the medical leaders have agreed to permit foreign Doctors to practice in our institutions after January 16.

ALTHOUGH WE CANNOT risk indefinite use of unqualified physicians, the granting to them of additional time to become registered will benefit our patients. Their health and safety are our goals—this is good common medical sense.

THE FOLLOWING IS a comparison of salaries paid nurses in New York City, the Veterans Administration and New York State.

Title	Veterans Adm.	New York City	New York State
Staff Nurse	\$4,425 - \$5,385	\$4,250 - \$5,333	\$3,870 - \$4,780
Head Nurse	5,205 - 6,165	4,850 - 6,290	4,280 - 5,250
Supervisor	5,985 - 6,855	5,450 - 6,890	4,988 - 6,078
Chief Supervisor	7,030 - 8,230	6,750 - 8,550	6,410 - 7,760

NEW YORK CITY has a differential of \$240.00 a year for tuberculosis and psychiatric nursing. The differential in general hospitals throughout the United States varies from \$25.00 to \$80.00 per month for evening and night duty for nurses. New York State doesn't have a differential.

IT WOULDN'T take a fiscal expert or analyst in studying the above figures to quickly realize that nurses employed by New York State are not as well off (salary wise) as their counterparts in New York City hospital or Federal service. When a variation of \$500.00 to over \$1,000.00 exists, something isn't kosher.

A COPY OR APPEAL of the brief requesting reallocation of nursing positions in State service has been sent to J. Earl Kelly, Director of Reclassification and Compensation. No response as yet re a meeting date. What can the nurses do? Write to Mr. Kelly at the State Campus, Albany, N. Y. and express your feelings regarding your inadequate salary. Prima—facie evidence.

Career Aides To Direct Conservation Department Reorganization Program

ALBANY, Jan. 16—Career state employees have been selected to head up eight new regional units, under a major reorganization of the State Conservation Department.

Dr. Harold G. Wilm, commissioner, disclosed plans for the department reorganization and said the move would improve services to the public by streamlining department upstate field operations.

A New System

Under the new system, field forces for the department's Fish and Game Division as well as Lands and Forests have been re-aligned into eight regional units embracing three or more counties each. For the Metropolitan New York area and Long Island, a marine region is being considered.

Existing forestry districts, in most cases, are being retained

within the larger regional boundaries. Their activities will come under district foresters.

The new setup is expected to make possible closer cooperation between department personnel at the local level.

Previously, the department had eleven fish and game districts, nine game management districts and five fisheries in addition to its 14 forestry districts. All had different boundary lines and were supervised through a total of 35 offices in 25 different locations.

Named To New Posts

Appointed to the new posts of regional supervisor of fish and game at minimum salaries of \$7,436 are the following personnel:

Robert Perry for Region 1, comprised of Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Seneca, Wayne, Wyoming and Yates Counties;

James Lindsey for Region 2, comprised of Allegany, Cattaraugus, Chautauqua, Chemung, Schuyler and Steuben Counties;

Richard Hyde for Region 3, comprised of Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Tioga and Tompkins Counties;

John Wilson for Region 4, comprised of Herkimer, Jefferson, Lewis, Oneida, Oswego and St. Lawrence Counties;

Robert Zilliox for Regions 5 and 6, that will be administered as one region until the Department has facilities and staff for the operation of two regions. Region 5 is comprised of Clinton, Essex and Franklin Counties; Region 6, Fulton, Hamilton, Saratoga, Warren and Washington Counties;

John Gould for Region 7, comprised of Albany, Columbia, Delaware, Greene, Montgomery, Otsego, Rensselaer, Schoenectady and Schoharie Counties;

Warren McKeon for Region 8, comprised of Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester Counties.

2-Year Study Made

The reorganization, Commissioner Wilm said, is the result of an intensive two-year study by the Conservation Department in cooperation with its district personnel, the State Fish and Wildlife Management Board and the Forest Practice Board, as well as the Division of Budget and the State Civil Service Department.

Existing office facilities will continue to be used during the transition stage and in many cases on a permanent basis, according to Wilm. "We are fortunate," he added, "in having trained personnel available within the Conservation Department so that the plan can move forward without delay."

Westchester CSEA Fights To Get 5-Point Plan For County; Other Units In

At the 1961 Westchester County budget hearing, held recently, The Westchester County Civil Service Employees Association, was represented by its president, Gabriel J. Carabee.

The Association praised the inclusion of a lump sum appropriation for employee benefits. This appropriation may be used to cover necessary salary adjustments that may be reflected in the new "community trend line" salary study now being conducted. The CSEA spokesman stated that this process will greatly aid in

maintaining a current salary schedule.

The Westchester County Board of Supervisors were told that the "take home" pay of the Civil Service employee was from 10 to 16 per cent less than the "take home" pay of an employee receiving the same gross pay in private industry. This difference is caused by the fact that the Civil Service employee is required to join the New York State Retirement System and contribute a relatively large percentage of his gross pay into the plan.

Mr. Carabee stated that as of November 29, 1960, 70 per cent of all the members of the New York State Retirement System have been covered under the plan, whereby the first five percentage points of the employees' contributions are paid for by their respective political subdivisions. It was said that 26 Westchester County subdivisions, including the four major cities of White Plains, Yonkers, Mount Vernon and New Rochelle have joined the plan. The fact that 23 of the counties of New York State, including all the major counties except West-

(Continued on Page 16)

Central Conference To Hear Kerker, Casey, Assmb. Calli

Mrs. Florence A. Drew, president, announced that the Central New York Conference has completed arrangements for its annual Winter meeting. The sessions will take place at Hotel Utica, Utica, New York on Saturday, February 4. The Central New York Workshop will be conducted at the same time under the general direction of President S. Samuel Borelly of Utica, New York.

CSEA President Joseph F. Feily and other state officers of the Association have been invited to attend and participate in the deliberations of the Conference delegates.

Registration will take place between 9:00 and 10:00 A. M. Presidents of all State and County Chapters will participate in the customary President's meeting to be held in Parlor A of Hotel Utica from 10:00 A. M. to 12:00 Noon. Coffee and doughnuts will be served to the visitors at 10:30 A. M. Luncheon will be served in the Venetian Room—cost \$2.00 per person with no reservations needed—at 12:30 Noon.

Agenda

The afternoon formal sessions will get underway at 1:30 P. M. with the State Conference delegates meeting in Parlor F and

with President Florence A. Drew presiding. County Workshop delegates will meet in the Empire Room with President S. Samuel Borelly in charge of the session.

A joint meeting of all County and State delegates will be conducted in the Empire Room at 3:00 P. M. to be followed by a

social hour in the Venetian Room at 6:30 P. M. The dinner session is set for the ball room at 7:30 P. M. with dancing from 9:30 P. M. to 1:00 A. M.

Speakers Listed

The Host Chapter is Utica State Hospital with Miss Joyce E. Jewell (Continued on Page 16)

CHARLES MEURY RETIRES FROM KINGS PARK



Shown above is Charles Meury at a party in honor of his retirement as food service manager of the Kings Park State Hospital after 40 years of service. The party was held at Frevola's restaurant, Smithtown, N. Y., and Mr. Meury was the recipient of many gifts. From left to right are Mrs. Lawson; Mr. Lawson, senior business officer; Mrs. Ada Maury; Charles Meury; Mrs. Charles Steuber; Charles Steuber, assistant business officer; Rabbi Jyman Wachtfogel, Chaplain; Mrs. Edna Nichols, standing; and William Kelly, president of the Kings Park State Hospital chapter of the Civil Service Employees' Association.

State Promotion Test to Recording Clerk Open; \$5,526

Employees of the Bronx County Surrogate's Court who have worked there for at least a year in a position Grade four or higher are eligible to take a New York State competitive examination for the title of Recording Clerk.

The salary for this position is expected to be at least \$5,526 a year. Applications will be accepted up to Feb. 20. The test will be held on March 25.

The eligible list resulting from this examination will be used to fill vacancies for the Grade six positions of clerk, recording clerk, and other positions deemed comparable by the State Civil Service Department.

The written test will be designed to test for the knowledge of the provisions of the Decedent Estate Law, the Surrogate's Court Act and other relevant laws. Knowledge of the rules, procedures, and legal terminology of the Surrogate's Court will also be tested.

Application forms may be obtained from the State Campus, Albany or from Room 2301, 270 Broadway, New York City. The examination number is 5405.

U.S. Service News Items

150 Post Office Drivers Cited at Award Dinner

One hundred and fifty of the most outstanding vehicle operators and carrier chauffeurs who have accident free driving records of from ten to 30 years were honored at the second annual Safe-Driving Award Dinner by the New York Post Office.

The dinner and presentation of awards are prime incentive factors in the overall safety program which is being conducted by New York Postmaster Robert K. Christenberry.

CSC Chairman to Take Post as Under Secretary

Chairman of the Civil Service Commission Roger Jones will be Under Secretary of State for the Kennedy Administration. The new chairman of the CSC will be John W. Macy. The change was made because of the Kennedy policy of putting Democratic appointees in Federal agencies.

A Kennedy advisor reported that Jones could have stayed on the CSC, but only as a minority member to complete his term, so the State Department offer from Dean Rusk provided a better opportunity for him to serve the Government.

CSC Changes Rules For Firing of Probationers

The Civil Service Commission has changed its rules concerning the probationary period of newly hired employees. Previously the firing of inadequate probationers was difficult because of court decisions and rules of the Commission.

Now agencies do not need to provide specific and detailed reasons for letting a probationary employee go. Those who are dropped from a probationary job can no longer appeal to the CSC.

Fino Introduces Bill to Lower Retirement Age

A bill to lower the retirement age for Social Security benefits to age 60 for men and age 55 for women was introduced by Congressman Paul A. Fino last week.

Congressman Fino said that lowering the retirement age "creates new job opportunities for younger workers, decrease the hardship of unemployment for older workers and modernize our system and its vital protection in a very important way."

Third Coast Guard District Meeting

On January 15th Rear Admiral E. J. Roland, Commander, Third Coast Guard District, and Bliss Woodward, National Commodore of the U. S. Coast Guard Auxiliary were honored guests at the 14th Annual Northern Area Conference of the Third Coast Guard District Auxiliary. The Auxiliary is the civilian arm of the Coast Guard assigned to help promote small boat safety and assist the Coast Guard in certain functions.

Charles E. Levitan of Metedeconk, N. J. was installed as district commodore of the Northern Area, William G. Darrow, Bayside, N. Y. as vice commodore, and Melville R. Levi, Brooklyn, N. Y. as rear commodore.

Labor Comments on GAO Benefits Plan

The General Accounting office suggestion that Federal workers who are voluntarily retired be prohibited by law from drawing unemployment compensation benefits was strongly opposed by labor officials. Comment by labor was sent to the Senate and the House Government Operations committee.

Labor felt that the suggestion would have the effect of discriminating against Civil Service retirees. It was pointed out by Labor that people who are retired from private industry can be paid jobless benefits.

Macy to Urge Dropping Of Political Clearance

John W. Macy, the new Civil Service Commission chairman is expected to put pressure on the Kennedy Administration to drop the Eisenhower requirement of political clearance for a few important career jobs.

This expected proposal will be supported by many of those who were political appointees of Eisenhower. Such procedures put the merit system on shaky grounds.

Ozanam Guild

The Ozanam Guild of Catholic employees in the New York City Welfare Department will hold its dinner meeting and installation of officers at 5:30 p.m., Wednesday, Jan. 18, at 122 E. 22d St., Manhattan.

President of the group is Clifford W. Kirmas.

Six Bills Introduced In Congress Would Benefit Federal Govt. Workers

Six bills were introduced in Congress last week designed to "improve benefits for Federal employees, as well as certain U.S. Governmental activities, to encourage lifetime careers in the Federal service" by Congressman Victor L. Anfuso, Democrat of New York.

Outlines of the six measures follow:

1. Employees who have completed 30 years of service with the U.S. Government shall be permitted to retire on full annuities, regardless of their age. Similarly, those who have reached the age of 62 and have completed at least 15 years of such service, may be permitted to retire.

2. Government employees should be entitled to coverage under the Social Security system, with the provision that those now in the Federal service should have the right to choose whether they desire such coverage.

3. Repeal of the so-called "Hatch Act", which was originally intended to prevent "pernicious political activities" but which has become an instrument to discourage any political interest and activity on the part of Federal workers all over the country for fear of losing their jobs. As such, the act is not in the interests of the democratic process of government.

Election Holiday

4. Election Day on even num-

bered years, when the Nation chooses a President, Vice President, and a new Congress, should be made a national legal holiday in order to stimulate increased voter participation in national elections. This should begin with the elections in November 1962. With such a law on our statute books, Mr. Anfuso explained, between 80 and 90 percent of eligible voters in the U.S. would go to the polls, instead of 60 or 65 percent now.

5. Establish a Customs Enforcement Division in the Bureau of Customs to improve the enforcement of anti-smuggling laws, particularly the smuggling of narcotics into the U.S. Stricter enforcement would help to decrease the crime rate in the country and would also serve as a security measure.

6. Custodial employees in the postal field service should remain under the jurisdiction of the Post Office Department and shall not be transferred to the General Service Administration. They work for the Post Office Department and should be under that department for the sake of efficiency and economy.

"Adoption of these bills", Mr. Anfuso said, "especially the first three dealing with retirement, Social Security coverage, and repeal of the Hatch Act, should improve

U.S. Office Machine Operator Jobs Are Currently Available

Office machine operators are wanted by the U. S. Government. The amount of experience required runs from three months to two years.

The particular office machine operator positions covered by this examination are as follows: Book-keeping machine operator, calculating operator, card punch (alphabetic operator), tabulating equipment operator, tabulating machine operator, duplicating equipment operator, and office appliances operator.

These positions are in grades GS-2 and GS-3 with starting salaries of \$3,500 and \$3,760 a year respectively. Teletypist positions at grades GS-3 and GS-4 with starting salaries of \$3,760 and \$4,040 a year respectively are also covered.

The examination announcement (No. 2-2, 1960), which contains full information, and application forms are available at the Office of the Director, Second U. S. Civil Service Region, 220 East 42nd Street, New York 17, N. Y. and from the main post offices in Brooklyn, Flushing, Jamaica, Long Island City, Far Rockaway, and Staten Island.

both efficiency and morale in the Federal career service. It would be a distinct step forward and would encourage many able people to make government service their lifetime career."

KANE TRIPLETS RECEIVE AWARD



Shown above are the Kane triplets, Maureen Lucille, and Jeanne of Brooklyn, N.Y. holding a plaque presented to them for their support of clarity by John Robilotte, left, branch president of the Anchor Club. To the right is Rev. Mario A. Ciampi, Supreme Anchor Club Chaplain. The triplets are TV entertainers. They are the daughters of Pat Kane, civilian employee at the Brooklyn Army Terminal.

the
real
danger...

**TOTAL
DISABILITY**



Nobody likes to think about being sick or injured, but the sad fact is that most of us, sometime during our lives, will be forced by sickness or accident to stay out of work. Fortunately, this period is usually short. . . But, you can't always count on this.

You can count on C.S.E.A. Accident and Sickness insurance to pay you a steady income if you are disabled. Over 33,000 C.S.E.A. members enjoy this protection—which supplements their benefits under the State Hospital Plan. Hundreds of members already have received benefits totaling millions of dollars.

You owe it to yourself and your family to investigate the C.S.E.A. Accident and Sickness insurance plan.

For full information call or write



TER BUSH & POWELL, INC.

MAIN OFFICE
148 Clinton St., Schenectady 7, N.Y. • Franklin 4-7751 • Albany 5-2032
Wetbridge Bldg., Buffalo 2, N.Y. • Madison 8353
342 Madison Ave., New York 17, N.Y. • Murray Hill 2-7895

SANITATION GIVES \$1,700



New York City Sanitation Commissioner Paul R. Screvane is shown above, right, presenting a check for \$1,700 to Gregory J. Bardacke, executive director of the American Trade Union Council for Histadrut. The money, collected through voluntary donations from Sanitation employees, will go to aid a youth center in Tiberias, Israel.

Filing for Custodial Jobs In City Post Offices Is Extended to Feb. 3

The post office examination for custodial laborer, janitor, and charwoman has been extended from Jan. 14 to Feb. 3. The examination is open only to persons entitled to veterans preference.

The jobs are located at postal installations in the five New York City boroughs, and in other Federal agencies in the area.

City Register Violates Career & Salary Intent, Employees Charge

A charge that the City Register's Office is "violating the intent and spirit of the New York City Career and Salary Plan by making provisional promotions without regard to qualifications" was made last week by Herbert S. Bauch, president of Terminal Employees Local 832.

Mr. Bauch said that "morale in the Register's Office, on the upgrade for the past two months, took a downward slide last week when employees learned how City Register Lewis Orgel is planning to fill an acting satisfaction clerk position in the office."

The employee who has held the job for some time past, according to Mr. Bauch, is being replaced arbitrarily by another provisional in spite of his borough chief's recommendation, allegedly because he joined Local 832.

It was also charged that employees are being transferred from borough to borough with "great attendant hardship to them in time and money" for no particular purpose.

Mr. Bauch charged that new rules posted in the City Register's office, which stated that any meeting between union representatives and county office heads must have Mr. Orgel's written permission, is aimed at Local 832.

Custodial laborer is a level 2 title, and pays from \$1.78 to \$2.15 an hour. Charwoman and janitor are level 1 positions and pay from \$1.64 to \$2.02 an hour.

Benefits that go with these jobs include opportunity for advancement, sick leave with pay, health benefits, incentive awards, life insurance, liberal retirement, and 13 to 26 days of vacation each year.

Applicants will be rated on a scale of 100 according to their abilities to (1) read and follow directions (2) use hand or power cleaning equipment (3) handle weights and loads, and (4) operate independently without immediate supervision.

One register will be established for post offices in all five boroughs, but persons on the eligible list may refuse appointment to any particular installation and request appointment to another.

To Apply

To apply, obtain application Form 60, card Form 5001 BC, and Supplemental Experience Sheet for Custodial Positions from any of the following main post offices: Brooklyn, Jamaica, Flushing, Long Island City, Far Rockaway, and Staten Island, or from the Second U.S. Civil Service Regional office, News Building, 220 East 42nd St., New York 17, N.Y.



"Ice cream, blue cheese and olives, Honey, is our Blue Shield paid up?"

Post Office Garageman Exam Opens; N.Y. City Residents Are Preferred

The New York Post Office has announced an examination for career substitute garageman. Vacancies are in the post office garages in the five boroughs of New York City. Residents of the City boroughs will be given preference for appointment.

The starting salary for substitute garagemen is \$1.96 an hour, reaching \$2.39 an hour through annual increases. Ten per cent additional is paid for night work.

A career with the United States Post Office offers many benefits including an incentive awards program, liberal paid sick leave, 13 to 26 days paid vacation each year, eight paid holidays each year, health benefits, life insurance and a generous retirement plan.

The requirements for the job are as follows: Applicants must be 18 at the time of filing for the exam; this does not apply to persons entitled to Veterans preference. Eligibles must have a driver's license and pass a Civil Service Road Test before appointment.

Applicants must have at least 20/40 vision in one eye and 20/100 vision in the other eye with or without glasses. Adequate ability to hear with or without a hearing aid, is required for most positions, although some positions may be suitable for the deaf.

Applicants must show that they have the ability to service trucks, to work independently, and to help mechanics. Applicants must demonstrate their reliability and dependability as garagemen.

Booklet Describes Trade School Offers

The Private Vocational Schools Association is giving away a booklet outlining the where's and how's of courses for young people that will prepare them for careers in everything from automobile mechanics to beauty culture.

The booklet lists more than 60 occupations and the names and addresses of all the private trade schools offering courses in them.

The booklet was compiled and printed through the cooperation of a group of privately owned trade schools licensed and supervised by the State Education Department. The forward to the booklet is written by Dr. James E. Allen, Jr., State Commissioner of Education.

A copy of the booklet may be obtained by writing to Alexander Frohlich, president of the PVSA, in care of the Delehanty Institute, 115 E. 15th St., New York 3, N. Y.

A two hour written test designed to measure ability to understand written instructions and to fill out forms is required. The test will be held in New York City. Applicants will be notified when and where to appear for the test. They will also be sent sample questions at that time.

If the applicant passes the written test, he will be rated on a scale of 100 on the basis of his abilities in the elements listed above as shown by experience and training. The written test scores will be used to rank competitors who have tied ratings based upon the above elements.

Nature of Appointment

Appointments to these positions will be career unless they are temporary. Acceptance of a temporary appointment does not prevent consideration for a career appointment. The first year of career service will be a probationary period. If the probationary period is satisfactorily completed, the appointment becomes permanent. Substitute employees are generally

advanced to regular positions according to seniority of their appointments, and are then assigned an annual salary corresponding to the hourly rate as a substitute.

The register established as a result of this examination will supersede registers established under announcement No. 2-5 (1957) for substitute garageman. Persons who attained eligibility under this announcement should apply for this test if they are still interested in this position.

Copies of the announcement and application forms may be obtained from the Board of U. S. Civil Service Examiners, U. S. Post Office, Room 3506, General Post Office, W. 33rd St., New York 1, N. Y. or from the Office of the Director, 2nd U. S. Civil Service Region, News Building, 220 E. 42nd St., New York 17, N. Y. and at the main post offices in Brooklyn, Far Rockaway, Flushing, Jamaica, Long Island City and Staten Island. Applicants for this position should mention announcement No. 2-101-1(61).

NEW YEAR OPPORTUNITIES in CIVIL SERVICE

Attractive Salaries and Opportunities for Promotion
Interesting Duties - Short Hours - Liberal Vacations
Sick Leave - Hospitalization - Pension & Social Security
BE OUR GUEST AT ANY CLASS SESSION OF INTEREST TO YOU!

Applications Issued Beginning Feb. 6th
PREPARE NOW! — EXAM TO BE HELD APRIL 15
COURT OFFICERS STARTING SALARIES TO **\$6,715**

General Sessions, County and Supreme Courts
Promotional Opportunities to \$12,000

Open to men 21 through 45 — Requirements usually include: 3 years as Law Enforcement Officer, Law Clerk or 5 years of other experience in New York Court work; OR, Admission to New York State Bar, OR graduation from law school, OR satisfactory combination of such training and experience.
Classes MON. & THURS. at 1:15, 5:30 and 7:30 P.M.

Opportunities for Men & Women — 17 Years and Over!
N. Y. City Applications Open Soon (State Applications Have Closed)

N. Y. STATE AND N. Y. CITY EXAMS SOON FOR
CLERKS - \$2,920 to \$3,900 a Year

Leading to Career Positions at \$7,500 a Year & Higher
THOUSANDS OF APPOINTMENTS IN NEW YORK CITY
No Experience Required—Pension & All Civil Service Benefits

CLASSES IN MANHATTAN ON WED. & FRI. at 5:30 and 7:30 P.M.

New Exam Expected to Be Held Soon for N.Y. City
PATROLMAN - \$5,438 to \$6,850 in 3 Years

Salaries effective July 1, 1961. Based on 42-Hour Week & Includes Pay for 6 Holidays and \$125 Annual Uniform Allowance

Excellent Promotional Opportunities to Positions at \$10,000 a Yr. Up
AGES: 20 through 28-Older for Vets.-MIN. HGT. 5'8". VISION: 20/30
CLASSES IN MANHATTAN: MON. & WED., at 1:15, 5:30 or 7:30 P.M.
CLASSES IN JAMAICA: WED. at 7 P.M. & FRI. at 5:30 or 7:30 P.M.

HIGH SCHOOL EQUIVALENCY DIPLOMA

Needed by Non-Graduates of High School for Many Civil Service Exams
8-Week Course. Prepares for EXAMS conducted by N.Y. State Dept. of Ed.
START CLASSES WED., JAN. 18 at 5:30 or 7:30 P.M.

N.Y. CITY WRITTEN EXAM SCHEDULED SOON!
ASST. GARDENER — 4,440 to Start

FULL CIVIL SERVICE BENEFITS including PENSION, SOCIAL SECURITY, etc.
Ages to 55 - No Educational or Experience Requirements
ENROLL NOW! Class in Manhattan, TUES. at 7 P.M.

Classes Forming for Forthcoming Exam for
RAILROAD CLERK — (Subway Change Maker)
Men & Women Eligible. N.Y. City Residence NOT Required

POST OFFICE CLERK-CARRIER

Get Our Home Study Book for POST OFFICE EXAMS
On sale at our offices or by mail. No C.O.D.'s. Money \$4.75
back in 5 days if not satisfied. Send check or money order.

VOCATIONAL COURSES

DRAFTING AUTO MECHANICS TV SERVICE & REPAIR
Manhattan & Jamaica Long Island City Manhattan

The DELEHANTY INSTITUTE

MANHATTAN: 115 EAST 15 STREET Phone GR 2-6900
JAMAICA 89-25 MERRICK BLVD., bet. Jamaica & Hillside Aves.
OPEN MON TO FRI 9 A.M. 9 P.M. — CLOSED ON SATURDAY

Visual Training
OF CANDIDATES FOR
**PATROLMAN
FIREMAN
TRANSIT POLICE**

FOR THE EYESIGHT TEST OF
CIVIL SERVICE REQUIREMENTS.
DR. JOHN T. FLYNN
Optometrist - Ophthalmologist
300 West 23rd St., N. Y. C.
By Appl. Only - WA. 9-5919

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

Civil Service LEADER

America's Largest Weekly for Public Employees

Member Audit Bureau of Circulations

Published every Tuesday by

LEADER PUBLICATIONS, INC.

97 Duane Street, New York 7, N. Y.

BEckman 3-6010

Jerry Finkelstein, Consulting Publisher

Paul Kyer, Editor

Richard Evans, Jr., City Editor

N. H. Mager, Business Manager

10c per copy. Subscription Price \$2.00 to member of the Civil Service Employees Association. \$4.00 to non-member.

TUESDAY, JANUARY 17, 1961 31

Levitt Proposals For Improving Retirement System Deserve Action

STATE Comptroller Arthur Levitt last week announced the result of a survey he had ordered of the State Retirement System. From the results of this survey, Mr. Levitt made several proposals which deserve attention and whose merit should not be overlooked merely because they came from an elected official whose party is not in dominance in the State Legislature.

A major measure which Mr. Levitt said he will seek approval on this year is a non-contributory pension system. Sometimes, although not necessarily in this case, employees are granted benefits which they cannot afford. Since the State last year accepted a proposal from the Civil Service Employees Association to reduce the employee's contribution rate to the Retirement System, it would not be too big a step for the State to pick up the remaining points. This would be a great boon to most public workers.

Certainly Mr. Levitt's call for other retirement benefits than the death benefit, based more closely on social objectives as well as on service, is in line with modern thinking and should receive serious attention.

The possibility of variable annuities is a fascinating subject and one that may well answer the problem of the fluctuating dollar in relation to fixed incomes. The Employees Association is studying this matter and hopes to reach its conclusions soon and it is encouraging to see that Mr. Levitt has given serious consideration to variable annuities.

We hope that when Mr. Levitt submits his proposals on retirement matters to the Legislature they will get the bi-partisan action they deserve.

Strike No Tool of City Firefighters

ONCE again New York City fire fighters have reaffirmed that under no circumstances will they participate in a work stoppage, whether or not they believe they have just cause for one.

Last Saturday evening, Mike Quill, president of the Transport Workers Union, told a television audience he thought firefighters should have the right to strike like any other members of organized labor.

John Corcoran, president of the Uniformed Fire Officers Association, was quick to retort: "speak for yourself, Mike." He also pointed out, however, that he and his men are fully aware of injustices they suffer because they are without the strike as a bargaining weapon.

What rights the firefighters enjoy are the concern of themselves, the Uniformed Fire Officers Association and the Uniformed Firemen's Association.

They are also the concern of citizens and the City administration, which should in fairness give them the impartial arbitration that is the only realistic substitute for the right to strike, whether this right is taken away by law or by voluntary agreement.

Youth Board Aides Star on Television

Two employees of the New York City Youth Board, backed by opening and closing statements by Mayor Wagner, were featured last week in a television program on "Girls and Gangs" on WOR-TV. The documentary explained the Youth Board's work with teenage girls who associate with fighting street gangs.

The production showed how girls become involved with gangs

and what can be the outcome of such an involvement. Featured in the program were Arthur J. Rogers, assistant to Youth Services Commissioner Ralph W. Whelan and director of the Youth Board's street club project, and Martha Lewis, who is in charge of the girls' division of this unit.

The program was written and produced by WOR-TV in conjunction with the community relations department of the Youth Board.

LETTERS TO THE EDITOR

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

Leader Thanked for Free Publicity

Editor, The Leader:

Our recently concluded 39th Annual Christmas Sale for the Blind sold over \$22,000 worth of articles made by the blind. The entire proceeds were returned to the blind workshops and individuals who made these products.

We at the New York State Commission for the Blind would like to thank the Civil Service Leader for the excellent coverage you gave to this project.

The efforts of The Leader in circulating information about the Sale to its large readership contributed to the success of our attempt to improve the economic standing of the blind craftsmen of New York State.

Best wishes for the New Year.

A. C. MAFFETONE
PUBLICITY

Urges Extra Day for Braving Snowstorm

Editor, The Leader:

During the recent heavy snowstorm I was one of the few employees who put forth an extra effort and arrived for duty—and then worked two shifts.

I also did this in snowstorms of the past two years. Now, I don't expect a medal, but I do think we deserve an extra day off as a bonus of appreciation.

It would pay off too, as during the next storms more people would try to get on duty, knowing they would receive a dividend of an extra day for doing so.

BROOKLYN STATE
HOSPITAL AIDE
BROOKLYN, N. Y.

Scores Leader on Job News Stories

Editor, The Leader:

Your weekly newspaper constantly carries articles "bellyaching" about the low pay given civil service employees. Yet, contradictorily, in your items announcing coming tests for various government jobs, you quote the maximum salary in a given grade, reached after several years in the position.

This is misleading; give the starting salary for the job in your headlines. Or are you more interested in selling papers than improving the earnings of government workers?

"SIMPLE SERVANT"
NEW YORK, N. Y.

(It is our practice to use starting salaries in headlines and to give both starting and maximum salaries in news stories. If occasionally the maximum pay is used in the headline and you find this misleading, we apologize.—Ed.)

Closing of State Farms is Scored

Editor, The Leader:

As a veteran of some thirty years with the State of New York, the closing of several institutional farms was not alone surprising—it was tragic. It undermined a sense of security that most of us treasure.

Many of the trusted employees



Civil Service LAW & YOU

by HAROLD L. HERZSTEIN

Mr. Herzstein is a member of the New York bar

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

800,000 of Them

LEO EGAN the head of The New York Times Albany Bureau, is the shrewdest analyst of New York State politics. Many politicians who would "fool all of the people all the time" cannot fool some of the people some of the time because of Mr. Egan.

IN A SPECIAL DISPATCH from Albany the day before the Legislature convened, Mr. Egan wrote that the session would be "planting time for both major political parties" and that "seeds they sow will yield crops with which they hope to tempt voters in next fall's city elections and in the state elections of 1962." He then wrote about particular crops being planted for particular groups with strong voting power.

MR. EGAN DID NOT mention the Civil Service as one of the groups scheduled for consideration. I believe the omission was not significant because he did not make his list all inclusive.

Not the Criterion

I DO NOT CONTEND that quantity should be the criterion for legislation. However, if Mr. Egan is correct about the thinking in the Legislature in favor of "specialty crops" for particular groups with voting strength, then I point out that there are 800,000 State and local employees in this State. Nearly all of them have families and friends.

THE VALUE OF THE political support of public employees is frequently overlooked. I do not know the reason. Perhaps it is due to the fact that, to many legislators, in the atmosphere of their dramatic chambers, their fellow employees in the work-a-day departments and agencies seem drab. From Mr. Egan's article it appears that an awareness of civil service strength may develop in the 1961 session because of its voting power.

THERE MUST BE something to the political strength of the civil service. During the last presidential campaign, in this column, I ran a list of reforms demanded by the Federal Civil Service. Shortly after publication, I received a letter from the Vice President, and a telegram and after that a letter from the President-Elect. Both men pledged cooperation, and the President-Elect has been taking some steps to effectuate the reforms. I am grateful to both men for those communications. They were published in this paper.

LETTERS WILL NOT COUNT in this State in the 1961 and 1962 campaigns. Legislation, alone, will count. Mr. Egan is right in stating that it will be the legislator of this session, and not next year's.

THE CIVIL SERVICE has an important legislative program this year. It seeks laws to improve the salary structure, to decrease the members' retirement contributions, to confer tenure on a large group, to set up effective grievance machinery and to repeal the Condon-Wadlin Law, plus a good many other laws. I will write on that program from time to time during the session. Mr. Egan's article made me feel that this introduction would help.

who felt the sting of early retirement or the dull monotonous indoor work of the wards joined forces with the Empire State during the depression years of the 30's.

They were men of integrity, men with a conscience, tillers of the soil. They willingly accepted employment at below-standard wages, thinking perhaps that they had purchased security. This myth was knocked into a cocked hat last year when a decree from Albany closed several farms and eliminated the jobs these men had hoped would continue until retirement years.

As stated above, most of the group who were too young for retirement were offered jobs on the wards. These positions were directly opposite to their accustomed work in the great open spaces and in many cases offered less pay. While most of us believed that should our position be abolished we would at least be granted work at comparable salaries, this illusion too was dispelled and any argument to the contrary was fruitless.

There were two reasons advanced for the closing of the farms. First it was stated that the State was losing money on the operation. Whether this fact has

ever been proven this writer has never been able to ascertain. It has been said, however, that figures can be manipulated to charge any business out of operation. In regard to farm work for patients, we had always believed that it had great therapeutic value.

The therapeutic value was dismissed—in fact patients were given to believe that they did not have to work unless they desired to do so.

In regard to the discontinuance of jobs within the State job structure we cannot but feel that the practice is harmful in recruitment. In the past one of the chief inducements in securing workers for State positions was the sense of security involved.

If abolishment of certain segments of the institution's structures is to continue, this all important security angle will have been eliminated. The future of any and all employees in State work will be imperiled.

There is still another angle involved in this new austerity program, and that is the fact that it has a tendency to dump unnumbered men back on the job mart. With the state practically littered with depressed areas and untold

(Continued on Page 7)

LETTERS TO THE EDITOR

(Continued from Page 6)

men seeking work, this is adding to the problem.

In conclusion, it is this writer's hope that the folly of closing the farms will not be tried in other State departments. Don't dispel the sense of security that has endeared State positions to thousands through the years. May the Empire State be big enough in heart to retain faithful workers who have given so much of themselves for so long at such modest wages.

JOHN O'BRIEN
AMENIA, N. Y.

Another Complaint on Welfare Promotions

Editor, The Leader:

The list for supervising clerk in the New York City Welfare Department is now twenty months old. Twelve of the top people on that list have accepted appointment to other City departments. Not one promotion has been made to the Welfare Department from this list.

This is an impossible situation, and one that cries out desperately for a solution of some sort. We who are on this list are trying to be patient, believing that our union is really trying its best to secure concrete results in our behalf, but realizing that time, as it must for all men, is running out of the hourglass.

It is difficult to urge patience and caution upon people who feel cheated out of promotions that

they have earned by loyalty, service and examinations. Yet this is the very thing we must do in spite of the real frustration and hurt that we have every right to feel.

Relief of some sort is urgently required to alleviate this most unpleasant situation faced by some 200 senior clerks who were fortunate enough to place on the 1959 promotion examination for supervising clerk. We call upon our Commissioner, our Civil Service Commission and Budget Director Beame to unite their efforts in our behalf.

BERT STAFFORD
NEW YORK CITY

Example Cited of Welfare Police Probe

Editor, The Leader:

In numerous articles about the plight of New York City Welfare Police, we have tried to stress the various hazardous and heartbreak-

ing working conditions we are engulfed in—among them, the lack of "respect" from our own department and the City administration in general.

The lack of respect from various titles is obvious in many instances concerning the Welfare Police. Recently, a Welfare patrolman was hindered in arresting a welfare recipient at the men's shelter at 8 East 3rd St., Manhattan.

The arrest occurred on Christmas Day. An ambulance had been summoned by the welfare patrolman for the arrested man, who had gone berserk and injured himself during the arrest. It was the officer's intention to have the prisoner put under mental observation. The hospital attendant instead of doing his job properly, proceeded to berate the officer in front of everyone, and the prisoner became violent due to the attendant's uncalled for attitude.

The attendant went as far as to

shove the officer, and accused the patrolman of "inhuman treatment" of a poor slob. The attendant refused the call and would not cooperate.

The officer was unable to place the attendant under arrest due to the fact his prisoner tried to attack him again. The attendant left the shelter and stopped a passing police car and told the officers that they better investigate the brutal treatment of a poor unfortunate in the shelter, and to stop the welfare patrolman. This is just a typical example of the harassment and abuse suffered by the Welfare Police in trying to perform their jobs.

PTL. BERT BEZA
N.Y.C. WELFARE POLICE

Civil Engineer Test

An up-coming promotion examination for civil engineer will be broadened to include qualified personnel in the Transit Authority, according to a resolution approved last week by the New York City Civil Service Commission.

Need More Money?

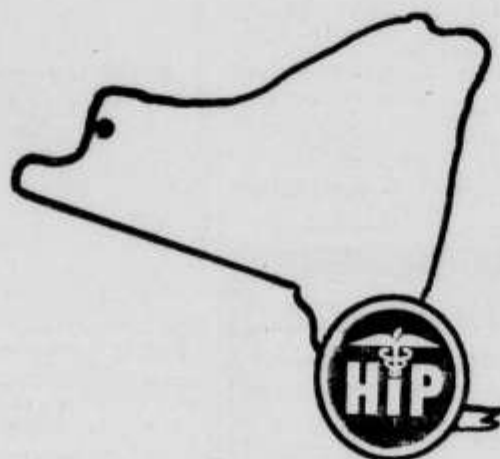
CAN YOU USE AN EXTRA
**\$25? \$50? \$75 or
\$100 per week?**
NOW—YOU CAN EARN IT!
S.F.L.

Mutual Funds

PART TIME
Earn Even More Full Time
Leads Furnished
No Experience Necessary
We Train You
For Confidential Appointments
and Details
Call Mr. Leo Kallen vice pres.
Investors Planning Corp.
OF AMERICA
80 East 42nd St., N. Y. C.
MU 2-8000

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

LOOKING FOR A HOME
See Page 11



Is H.I.P. now the
State's second
largest "City"?

H.I.P. today serves more than 600,000 men, women and children. This subscriber population is virtually a "city" in itself.

In fact, H.I.P.'s insured population on January 1 exceeded the population of the City of Buffalo, the state's second largest city. One in every fourteen Greater New York residents is now an H.I.P. member.

In 1947 H.I.P. pioneered in starting a health plan that would be *different*—that would *really* insure the employee and his family against the cost of medical care.

Other groups have attempted over the years to develop medical insurance programs that would at least come near H.I.P. in scope of coverage and of prepayment. **BUT—**

- H.I.P. still stands alone as the *only* plan in this area that can assure group subscribers they will have no extra charges* for its wide range of services.
- H.I.P. still stands alone as the *only* plan that maintains its own high professional standards for its physicians.
- H.I.P. still stands alone as the *only* plan whose system of medical group practice enables it continuously to study and review the quality of care rendered to its subscribers.

* The single exception is a possible \$2.00 charge for a home call both requested and made between 10 P.M. and 7 A.M.



HEALTH INSURANCE PLAN OF GREATER NEW YORK

625 MADISON AVENUE, NEW YORK 22, N. Y. • Plaza 4-1144



**Men's
Fine
Clothes
Factory
To
Wearer**

**SEMI-ANNUAL SALE
NOW IN PROGRESS**

**KELLY
CLOTHES, Inc.**

621 RIVER STREET
TROY

2 blocks No. of Hoosick St.

Resorts - Miami

BARLINGTON HOTEL
1850 N.W. 2nd St. Miami

**YEAR-ROUND — PARADISE
FOR RETIREES**

\$105.00 Monthly
(Dble accpy)

HERE'S WHAT YOU GET:

- Spacious Rooms, Private Bath
- 3 Excellent meals daily
- Pleasant, congenial company
- Near all houses of worship
- 12 delightful months for only \$105.00 per mo. Call Audubon 3-3313 for details.

**DEWITT COLONIAL
MOTEL**

Single Occupancy \$7.00
Dble Occupancy \$8.50, \$10.00, \$12.00
Twin Bed Room \$10.00, \$12.00
Each Extra Person \$2.00

TV • WALL-TO-WALL CARPET •
TELEPHONE • AIR CONDITIONED
COMFORT • EVERY WANTED
HOTEL SERVICE

ERIC BLVD., EAST-AT DEWITT
SYRACUSE, NEW YORK
Tel. 61 (Gibson) 6-1914

Personnel Certifies 200 Fireman Eligibles to Fill 100 Vacancies; To 2996.5

The New York City Department of Personnel last week sent the Fire Department the names of 200 eligibles on the current list for fireman, from which the Fire Department expects to fill 100 vacancies. The last name certified was number 2,996.5 on the list.

The Fire Department will go down the certification making appointments until it has filled the 100 vacancies and send any names left over back to the Personnel Department. These names will be placed at the top of the list and will be the first called on the next certification.

The present list was established on July 16, 1959, with 3,035 names. Thus, with this new certification, it is virtually exhausted.

The names of those certified follow:

George A. Telmany, Vincent G. Lambrelli, Vincent G. Panaro, Cornelius King, John A. Davidson, Charles H. Obermeyer, James J.

Hatton, Arthur C. Woods, Eagan, John Doherty, Arthur E. Leacock, George J. Bartalsky, Raymon T. O'Connor, William R. Sholes, Joseph J. Gambardella, Vincent P. Ryan, Paul L. Cinquemani, Pasquale F. Calardo, Pasquale A. Zummo, Joseph R. Paris, John J. Fazio, Thomas S. Petrovato, John P. Mercurio, Peter Porrazzo, Sidney F. Gaughan Jr., George F. Dennerlein, Franklin H. Kabelka, Robert J. Fernbacher, Frank Pale-Mire, William A. Muccio and Vincent A. Petrocelli.

Robert P. Durnack, Joseph V. Toal, Eugene E. Smith, Bernard E. Tracey, Joseph T. Ioppolo, Ralph Dicupero, Thomas J. Nitti, Paul J. McDermott Jr., Nicholas J. Ventrella, Nicholas P. Panetta, Vincent J. Monaco, Frederick Carpenter, Saverio J. Camarda, William J. McGreevy, John M. Mester, George Setter Jr., Joseph M. Fusco, Joseph P. Nuzzo, Walter P. McDonnell, Nicholas J. Grauso, Edward M. O'Grady, Rocco F. Novelli, Robert I. Kittelberger, Eugene A. Sullivan, James F. Velten, Peter C. Gallo, Robert J. Westgate, Robert J. Janelli, Robert E. Cunninghamham and Dominick L. Drago.

James P. Smith, Andrew G. Kasper, Charles A. Henry Jr., Kenneth G. Weeman Sr., Edward J. Muto, Edward L. Daley, John J. Kerns, James J. McCarthy, Charles Williams Jr., Donald Beyer, Daniel P. O'Dwyer, Raymond J. Huether, John P. Barker, Richard F. Kropf, Richard R. Apparius, Daniel W. Donnelly, Joseph Ammendola, Alvin E. Barksdale, Joseph J. Lopreto, Michael J. Leavy, William H. Immel, Nicholas M. Monaco, John C. Deckert, James R. Pierson, Edward P. Jackowski Jr., Fitz H. Sealy, Edward P. Platt, Vito Celano, Charles M. Sciascia and Joseph R. Cirigliano.

Alphonse R. Childers, Edward Bradford, William Spillar, John F. Holden, Thomas P. Dyer, John L. Sullivan, Peter J. Montalbano, Melvin C. Mason, Michael Mezzacappa, John C. Mullahy, Anthony Dimattel, Joseph C. Morena, John E. Knox, James P. McManus, Edward J. McCarthy, Richard B. Marsh, John S. Lagoff, John M. Mulligan, Joseph P. Koller, Fred P. Anello, Dominick Malvacna, Simon Taylor, Joseph P. Farrell, Rodney S. Nellis, Donald J. Milne, James J. Winters, William J. Kelly, Aubrey L. Nelson, Timothy R. O'Brien and Leonard A. Cuffia.

Robert M. Fleming, Thomas H. McKinley, Thomas A. Rey, Frank T. Giannotti, Patrick J. Regan, John T. Cappello, Thomas G. McDonald, Thomas W. Reid, Richard J. Arnold, Louis W. Vincennie, Eugene J. Frick, Robert A. Utter, Frank J. Gargano, Arnold Hyacinthe, Hugh J. Flynn, Willard

T. Barnes, Louis G. Galati, Joseph I. Marks, Joseph J. Rebando, James J. Hanley, George M. Poventud, Timothy J. Murray, Eugene F. Doherty, Timothy P. Healy, Anthony L. Coppola, Robert W. Conrad, James W. Brannigan, Lesley O. Satterfield, William G. Waters and William A. Meurer.

Bernard Barr, William H. Fischer, Anthony G. Galletta, George L. Higney, Frederick Hewitt, James J. Giangrasso, Anthony J. Palazzola, Edward Lyons, Douglas A. James, John T. Kepley, Benedetto Butera, Gerard G. Mason, Frank P. Clark, Joseph A. Faccibene, Donald Alibrande, Robert J. Brudi, Joseph C. Doughney, Paul A. Sinaori, John V. Iannone, Charles E. Regan, Rudolph W. Janusz, George R. Cerrigone, Arthur J. Boisselle, John P. Hughes, Richard A. Harris, Leroy D. Higham, Richard M. Augello, Jerry J. Juliano Jr., John C. Lombardi and William J. Kelly.

Thomas A. Mulverhill, Donald E. Haley, Thomas P. Gourlay, James P. Rail, Ronald J. Wannamaker, Frank Alfasi, Thomas Early, Ernest A. Fedaglia, Fredrick K. Schlueck, Kenneth J. Kessler, Frank A. Piccioli, Thomas M. Hayes, Vincent J. Bonasia, Leonard Mormino, Edmund H. Bortell, Gordon Robertson Jr., Harold J. McKee, Charles W. Cleveland, Louis J. Bascelli and Joseph P. Castiglione.

GRACE MINTZ RETIRES



Shown above is Grace Mintz, senior stenographer with the New York Department of Social Welfare Commission for the Blind at a retirement luncheon in her honor held recently in New York City. Miss Mintz has served for 42 years with the Department. The last 14 years she has spent with the Department's Commission for the Blind Vocational Rehabilitation Service. To the right is Anne McGuire, director of the Department's Commission for the Blind.

Booklet on Area Legislators Is Ready; Costs 25c

The Commerce and Industry Association of New York has distributed its new and expanded "Know Your Legislators" publication, according to Arnold Witte, the Association's secretary.

The booklets may be purchased for 25 cents from the Association's legislative division at 99 Church St., Manhattan.

The new edition includes maps showing New York State and City Congressional, Senate and Assembly districts and listings of all members of the State Legislature, State delegations to Congress, the New York City Council and the Board of Estimate, as well as the names of the Congressional delegations from the neighboring states of Connecticut and New Jersey.

Giving recognition to rapidly expanding populations in suburbia adjoining New York City, maps of the Assembly and Congressional districts in Nassau and Westchester counties are included, as is a map of the Congressional districts of the northeastern New Jersey area.

The booklet also features information concerning the composition of the City, State and Federal legislatures and presents tips on writing to their members. It advises every citizen to tell his representative what he thinks, observing that "he has a right to know and you have the duty as well as the right to inform him so that he may truly represent you."

Exam Study Books

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

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

HAVE YOU SEEN THE NEW "LIVING ROOM" in the



STANLEY E. COX, Gen. Mgr.
"ALBANY'S FAVORITE AMONG NEW YORK STATE EMPLOYEES"
\$7.00 SINGLE INCLUDES FREE PARKING

THE Wellington

IS CONVENIENT FOR BUSINESS OR PLEASURE



Express subway at our door takes you to any part of the city within a few minutes. That's convenience!

A handy New York subway map is yours FREE, for the writing.

IMMEDIATE CONFIRMED RESERVATIONS

In New York: Circle 7-3900
In Albany: HEmlock 6-0743
In Rochester: LOcust 2-6400

AAA Singles from \$6.75
Doubles from \$10.50

Hotel Wellington
7th Ave. at 55th St., New York

SPECIAL RATE For N. Y. State Employees

\$7 single room, with private bath and radio; many rooms with TV.

In NEW YORK CITY the Manager Vanderbilt Park Ave. & 34th St.

In ROCHESTER the Manager (Formerly the Seneca) 26 Clinton Ave. South

In ALBANY the Manager DeWitt Clinton State and Eagle Streets

*special rate does not apply when Legislature is in session

WEEK-DAY WORSHIP

Westminster Presbyterian Church

262 State Street, Albany, N. Y.

MONDAY THROUGH FRIDAY

8:05 — 8:20 A.M. & 12:10 — 12:25 P.M.

ALL ARE WELCOME TO THESE DEVOTIONAL SERVICES

SPECIAL RATES for Civil Service Employees



DRIVE-IN GARAGE AIR CONDITIONING • TV

No parking problems at Albany's largest hotel... with Albany's only drive-in garage. You'll like the comfort and convenience, too! Family rates. Cocktail lounge.

136 STATE STREET OPPOSITE STATE CAPITOL See your friendly travel agent. SPECIAL WEEKLY RATES FOR EXTENDED STAYS

S & S BUS SERVICE, INC. RD 1, BOX 6, RENSSELAER, N. Y.

Albany HE 4-6727 — HO 2-3851 Troy ARsenal 3-0680

New York City. Shopping and theatre tours. Leaving Troy at 7:30 A.M. and Albany Plaza at 8 A.M. Transportation \$6.00 Write for Schedule

BROWN'S Piano & Organ Mart. Albany HE 8-8552 Schen. FR 7-3535 TRI-CITY'S LARGEST SELECTION — SAVE

PETIT PARIS RESTAURANT

WHERE DINING IS A DELIGHT

COLD BUFFETS, \$2 UP FULL COURSE DINNERS, \$2.50 UP ACCOMMODATIONS FOR ALL TYPES OF MEETINGS AND PARTIES, INCLUDING OUR COTILLON ROOM, SEATING 200 COMFORTABLY LUNCHEON DAILY IN THE OAK ROOM — 90c UP 12 TO 2:30

THE FALCON ROOM Dancing Fri. & Sat. Nites No Cover - No Minimum — FREE PARKING IN REAR — 1060 MADISON AVE. ALBANY Phone IV 2-7864 or IV 2-9881

In Time of Call M. W. Tebbutt's Sons 176 State Albany HO 3-2179 12 Colvin Albany IV 9-0116

Albany 420 Ke. Road Delmar HE 9-2212 11 Elm Street Nassau 8-1231 Over 110 Years of Distinguished Funeral Service

ARCO CIVIL SERVICE BOOKS and all tests PLAZA BOOK SHOP 380 Broadway Albany, N. Y. Mail & Phone Orders Filled

MAYFLOWER - ROYAL COURT APARTMENTS -- Furnished, Unfurnished, and Rooms. Phone HE. 4-1994 (Albany).

745 Police Win Awards For Meritorious Service

Citations were announced last week for 745 members of the New York City Police Department for meritorious service by Police Commissioner Stephen P. Kennedy. These awards include all cases acted upon by the Department's honor committee since the issuance of the last General Order No. 40 on Sept. 12.

The top award, Honorable Mention (posthumous), went to Ptl. William Ramos of the 80th Precinct, who intercepted a man and woman fleeing from a hotel robbery in Brooklyn, last June 14, exchanged shots with them, wounded one, and was himself fatally wounded. Both bandits were arrested later that day.

Also a winner of the Honorable Mention Award was Det. William G. Cullen of the 73d Squad. As a patrolman assigned to Safety Unit B last June 13, he was informed while on duty, that an armed robbery was taking place in a restaurant at 323 W. 57th St., Manhattan. When he got there, the bandit pointed a gun at him. Mr. Cullen shot him, and the man died later that day. It was found he had a long criminal record and was at that time on parole. He was identified as the same bandit

who robbed that restaurant last May 24.

Four men won Exceptional Merit awards, the second highest the Department gives. They were William J. Mallon, 23d Division, who was a sergeant with the 28th Precinct; Sgt. John Cyran, 23rd Precinct; Ptl. Robert Gluck, 24th Precinct and Ptl. Frederick Butterfield, 28th Precinct.

On April 30, 1960, they pursued and apprehended a man fleeing the scene of an armed robbery he had committed in a store at 200 W. 55th St., Manhattan. The hold-up man was fatally wounded in an exchange of shots with the officers. He had a long criminal record.

Besides these awards, Commissioner Kennedy announced 20 Commendations, 184 Meritorious Police Duty awards and 535 Excellent Police Duty awards. All of them bring their winners extra credit on civil service promotion examinations according to the following schedule:

Honorable Mention, 1.25 percent; Exceptional Merit, 1 percent; Commendation, .75 percent; Meritorious Police Duty, .50 percent, and Excellent Police Duty, .25 percent.

V.A. Hospital Wants Nurses, Technician

There are a number of vacancies for registered professional nurses at a salary of \$4,760 to \$5,600 with the Veterans Administration Hospital in Brooklyn. Licensed practical nurses are also needed. The salary for this position pays from \$3,760 to \$4,390 a year.

A medical technician is also wanted for part-time work on weekends and evenings. The salary for this position (GS-6) is \$4,830 a year. Applicants must have four years of experience in a clinical or research laboratory.

For further information, telephone Mrs. F. Baron or Miss E. Mintzer at TErrace 6-6000, Ext. 389.

Suffolk Test For Stenos, Typists, and Clerk Opens

An examination for beginning office worker has been set for March 18 by the Suffolk County Civil Service Commission. Applications may be filed up to Feb. 17.

There are positions for stenographers, clerk-typists, and general office clerks. The salary for stenographer is \$2,800 to \$3,540 a year. For clerk and clerk-typist the salary ranges from \$2,650 to \$3,370 a year. Annual increments run from \$180 to \$185. Appointments to typist and dictating machine transcriber will also be made from this list.

Candidates must have been legal residents of Suffolk County for at least one year prior to the test date. Legal residency for one year in the school district where a vacancy occurs may also be required. All candidates must be high school graduates and have an elementary knowledge of office procedures and practice, spelling, business English, and arithmetic.

Candidates may compete for as many positions as desired; the same written test will be given to all candidates. The test will include questions on spelling, word meaning, address and number checking and arithmetic. A typing test will be given to all candidates, and a dictation test will be given to those applying for the stenographer position. The minimum typing speed is 40 words per minute, and the minimum dictation speed is 80 words per minute.

Applications can be obtained from the Suffolk County Civil Service Commission, County Center, Riverhead, New York. The examination numbers are as follows: stenographer, No. 500; typist, No. 502; clerk-typist No. 501; general office clerk, No. 503; dictating machine transcriber, No.

State Correction Officer Jobs Pay to \$5,250 with No Experience or Training

New York State will pay from \$4,280 to \$5,250 for correction officers. The examination for this position opens Jan. 20. The exam is open to both men and women, and there are no experience or training requirements.

All applicants must be at least 20 years of age to apply, and 21 years of age for appointment. The maximum age for men is 37, and for women it is 46.

For both, a high school diploma or equivalency, is required at the time of appointment but is not necessary for taking the exam.

Men must have at least 20/30 vision in each eye without glasses, must be at least 5 feet 8 inches tall, and weigh at least 150.

Women must be at least 5 feet 2 inches tall and weigh at least 115. They must have at least 20/40

vision in each eye without glasses. Both men and women must have satisfactory hearing.

State Residence

At least one year's residence in the State is required as is U. S. citizenship. Citizenship is a requirement for appointment, and is not necessary at the time of examination.

After passing the written test, candidates will be required to take a medical examination and a physical agility test. The written test will have questions on ability to understand written material, to deal with inmates, fellow employees, superiors and the public.

Veterans who pass the test and are entitled to preference will be

given 5 or 10 points on their total score.

An extra benefit of these jobs is the scholarship program run by the Department of Correction, through which employees are helped toward attaining degrees from approved colleges in the State.

Applications will be given out and received from Jan. 20 to Feb. 20. Do not apply before then as forms will not be available. The written test will be given March 25.

After Jan. 20 apply to the New York State Department of Civil Service, 270 Broadway, New York City; or the State Campus, Albany, N. Y.

IT'S ALWAYS TEA TIME

For the Connoisseur, carefully Selected, CHOICE TEAS

So well appreciated for their Distinctive flavor and bouquet.

	Per Lb.	Per 1/2 Lb.
Darjeeling	\$2.50	\$1.25
Ceylon	2.15	1.08
Orange Pekoe	2.05	1.03
English Breakfast	2.15	1.08
Lapsang Souchong	2.75	1.38
Formosa Oolong	2.25	1.13
Jasmine	2.95	1.48
Pinhead Gunpowder	2.25	1.13
Young Hyson	2.25	1.13
Pan Fired Japan	1.95	.98
Basket Fired Japan	1.95	.98
Kee Mun	2.25	1.13
Earl Grey	3.85	1.93
Assam	2.90	1.45
Russian Caravan	2.90	1.45

Franco-American Import & Trading Co.

136 Front St., NY 6, NY WH 4-8457

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

Your travel money travels farther at these Sheraton Hotels



IN ALBANY:
SHERATON-TEN EYCK*
\$700 SINGLE \$1100 DOUBLE



IN BINGHAMTON:
SHERATON INN
\$700 SINGLE \$1000 DOUBLE



IN SYRACUSE: \$685 SINGLE \$985 DOUBLE
SHERATON-RACUSE INN

Special bonus for Civil Service personnel:
Low, low rates at these superb Sheraton Hotels. Doesn't matter whether you're traveling for business or pleasure — you get your room at our special Civil Service rates. More good news: free parking, free radio, free TV. For reservations call your nearest Sheraton Hotel or Reservation office.
*Some of "The Living Room." Exclusive for State and Federal employees.
Limousine fare from airport reimbursed by hotel.

THE ALBANY GRADUATE PROGRAM IN PUBLIC ADMINISTRATION

A Residence Program in Albany offered jointly by State University of New York, Syracuse University and New York University that leads to Master's and Doctor's degrees in Public Administration

CLASS SCHEDULE FOR THE SPRING SEMESTER - 1961

Monday	Tuesday	Wednesday	Thursday
5:50—7:50 Legal Aspects of Personnel Administration	5:50—7:50 Public Administration in the United States	5:50—7:50 Economic Development With Special Reference to New York	5:50—7:50 Analysis of Variance and Theory of Correlation
5:50—7:50 Legislation	5:50—7:50 Fundamentals of Accounting	5:50—7:50 Constitutional Law: Civil Rights	5:50—7:50 Intergovernmental Relations
8:00—10:00 Recent American History	8:00—10:00 Administration of the Soviet Union	8:00—10:00 Leaders and Landmarks in Public Administration	5:50—7:50 Program Seminar: Aging In Contemporary Society
8:00—10:00 Social Psychology	8:00—10:00 Thesis Direction	8:00—10:00 Organization and Management	8:00—10:00 Research in Public Administration
			Registration: January 30 through February 3; 10:00 a.m. to 6:00 p.m. at 198 State Street, Albany, New York
			CLASSES BEGIN FEBRUARY 6, 1961
			For further information or a catalog call HO 2-0617 or write to The Albany Graduate Program in Public Administration, 198 State Street, Albany 10, New York.

RUSSELL SAGE COLLEGE EVENING DIVISIONS

Late Afternoon, Evening and Saturday Classes For Men and Women

- Graduate:** — Master's degree in elementary education.
- Baccalaureate:** — Liberal arts and sciences, business, accounting, nursing, elementary education.
- Associate (2-year):** — American studies, general business, public service.
- Special Programs:** — School nurse-teacher, attendance officer, school dental hygienist certification, teaching the mentally handicapped, insurance, real estate, pre-medical, pre-law, teacher certification.

Registration NOW! Classes start January 30

Call or write for complete bulletin listing classes.
45 Ferry St., Troy OR 258 State St., Albany 10
ASHley 2-2500, Ext. 25 HObart 5-5511

165 Sergeant, 65 Lieutenant Eligibles Up for Promotion In City Police Department

For Police Sergeant

The New York City Department of Personnel last week sent the Police Department a 165-name certification from the current eligible list for sergeant, from which the Police Department expects to fill 100 vacancies.

The certification, down to 765, brings the current eligible list nearly to the half-way mark. It was established July 3, 1957, with

1,990 names. Any names not reached by the time all 100 vacancies are filled will be sent back to the Personnel Department to go on the top of the eligible list. They will be the first names used from the next certification.

The names follow:

SERGEANT

Richard O. McGill, Joseph A. Epifanio, Paul M. Klepacki, Joseph P. Birk, Salvatore Corse, James L. Harrington, Carmine Ruotolo, Angelo J. Marchetta, George O. Peterson, Joseph Vilchek, Thomas R. Schultheis, James J. McKenna, George G. Goering, John J. Southard, Thomas J. Burke, Alfred Mandelbaum, William P. Higgins, John J. Davis, Daniel D. Rondinone, Morris Altman, Leonard E. Burnick, Francis W. Cloonan, Gerald V. Mason, Howard E. Wallace Jr., Rudolph J. Ponzini, Robert A. Toomey, William J. Kelly, Robert L. Strang, Frank E. Murphy and Edward E. Hage.

Robert E. Coleman, Charles E. Mercer, Morris Reiter, Arthur P. Brennan, Vincent J. Lennox, Sidney Robbins, Edward J. Becker, Joseph L. DeGaeta, Peter C. Perazzo, Leon A. Posner, Bernard Stein, Edward N. Clark, William P. O'Brien, Joseph E. Kossman, John J. Power, Edward J. Lotti, Michael A. Fierli, James H. Gaines, Joseph E. Byrne Jr., James J. Vinci, Clinton J. Thomas, Frank Cilento, Martin Stern, Emanuel S. Lononaco, Harold J. Wigand, William J. Rehder, John M. Yoder, William F. Braun, Edward L.

Tomczak and William E. Glynn Jr. Victor G. Hildebrandt, Jerome S. Barton, Benjamin A. Gul, John J. Wolf, John T. Mullen, Walter J. Mayott, James P. Neadill, Gerard A. Dawson, Andrew W. Jason, Adolph Levine, Raymond J. Bolton, Seymour Schimler, Harry F. Cruise Jr., Michael E. Desposito, Donald T. Dowdell, Henry V. Keck, Ralph W. Crudo, John B. Burke, George G. Norton, Charles P. Shovelaki, Robert W. Vonderosten, Joseph J. Emru, Alfred J. Laperch, Daniel F. Ryan, Roy E. Pillere, Theodore W. Johnson, Andrew C. Lesch, John P. McCabe, James Morgan Jr. and Gerald P. Gibbons.

John P. Gilday, Donald J. Dilworth, Vernon J. Musgrove, Arthur E. Budich, James P. Mannix, William J. Reilly, Charles Grossberger, James W. Carroll, Max Eisenstadt, Robert I. Leder, William P. Murray, Robert P. Adrian, Patrick J. Kennedy, Hibert M. Alves, Nathan Manas, Leslie M. Frank, Joseph J. Keenan, Morris Brenner, Thomas C. Wieboldt, Jack P. Tompkins, Harold F. Beck, John P. Devane, Paul Puka, James M. Wallace, Aaron Mazen, Joseph P. Hall, James J. Gaffney, Ronald J. Cameron, Milton Schwartz and Dermot J. Murphy.

Alfonso F. Lauro, Charles V. Rorke, George J. Depolo, Irving Kramer, David E. Barry, Evan J. O'Neil, Charles E. Jones, Timothy F. Killeullen, David D. Moorhouse, William J. Simler, Donald F. Mallon, Francis A. McDonald, Marvin J. Landfish, Raymond C. Groll, Walter E. Brady, Bernard W. McGuire, Ernest V. Amodeo, Jeremiah P. O'Connor, James R. Lannigan, John H. Johnson Jr., Thomas J. O'Connell Jr., Jack Kaminsky, Claude J. Phillips, James G. Steproe, James T. Jones, Alfred Harper, William V. McLoughlin, James C. O'Callaghan, Edward J. O'Connor and John J. Fitzpatrick Jr.

Harry Dalessandro, Vincent A. Donadio, Thomas P. Farrell, Hobart W. Clark, Sigmund V. Mikor-

ski, Edward J. McKernan, Frank Blumel, John P. Byrnes, Joseph E. Curtin, Stephen Chakwin, Walter R. Bruthanz, William W. Fenley, Jules W. Wilson, Henry E. Blake and Clarence F. Reichman.

For P.D. Lieutenant

Names of 65 eligibles on the current list for promotion to lieutenant in the New York City Police Department were certified last week by the Department of Personnel and sent to the Police Department to fill 40 vacancies.

This certification goes down to number 146 on the list, which was established last July 20 with 960 names. Any names on this certification that have not been reached by the time all 40 appointments have been made will be sent back to Personnel and will be put at the top of the eligible list. They will be the first considered for the next batch of appointments.

The names:

Albert V. Russo, Grant B. Oakley, William E. Slattery, William F. McCue, John M. Margraf, Edward T. Martin, Daniel J. McCowan, James A. Conklin, Julius Luckner, Harry H. Peterman, John J. Lynch, William G. Voss, Vincenzo Chisari, Francis J. O'Sullivan, Martin L. Kost, Marvin D. Urvant, Cornelius Mahoney, John J. Barry, Michael A. Ernst, Thomas S. Hunt, James R. Griffin, John A. Langan, William J. Moore, James M. McGoey, John Malas, Raymond L. Jones, Pasquale C. Intriери, Edward S. Small, Desmond P. Leahy and Victor J. Rohe.

Walter F. Priestley, Mario L. Gabos, Edward W. Bolson, Alfred W. Hoheuse, Walter J. Stone, Santo Romano, Joseph J. Schutta, Harry W. Grobe, Martin Walsh, John J. Santanello, Eugene Howard Jr., John C. Tyrrell, Thomas P. Brown, Francis J. Cox, Matthew J. Neary, Anthony H. Voelker Jr., Francis D. Burke, William J. O'Connor, Charles K. Sibon, Hugo J. Basini, John P. Reilly, John A. Jackson, Robert Levenback, Frank L. Nolan, Thomas J. Devine, John W. Norris, James V. Oliveto, William H. Karl, Robert J. Johnson Jr., Herma L. Ettman, Edward A. Bauer, Seymour Sapadin, John P. Grimes, Thomas P. Chara and Joseph M. Polchinski.

City Rehabilitation Counselor Test Will Be Open to Jan. 25

From now until Jan. 25 applications for the New York City examination for the title of rehabilitation counselor may be filed. This exam was previously open in December of 1960. The salary for this position ranges from \$5,150 to \$6,590 a year. There are annual increments and a longevity increment of \$240 each.

Candidates for this exam must have a B.A. degree including or supplemented by 18 credits in education, vocational guidance, psychology or vocational, medical, or correction rehabilitation and one year of experience in vocational counseling or medical or correctional rehabilitation. An M.A. or 30 credits of graduate study in vocational guidance or rehabilitation may be substituted for the specific credit and experience requirements.

The written test is tentatively scheduled for April 14. The written test may include questions to test general intelligence and understanding of human relationships and psychological and sociological concepts, and will have the weight of 70. In addition to the written test, an oral test will be given which will probably cover vocational and educational counseling and principles and practices of rehabilitation. The oral test will have a weight of 30.

Applications can be obtained at the Department of Personnel, 95 Duane St., New York City. Those who filed applications in December of 1960 need not do so again.

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

UPSTATE PROPERTY

Houses - Orange County
CHESTER, 4 rms, exp. attic, choice lot, \$2,900.00 cash, bal. \$78. per month. FINE AGENCY, Chester, N. Y.

Farms - Ulster County
Large List of Country Prop. Acreage & Bldg. lots from \$500. Martha Lown, Shandaken, N. Y.

BRONX

INTEGRATED BRONX THRUWAY VILLAGE
A BIVONA BUY
IS A BETTER BUY
2 FAMILY BRICK
• 2 CAR GARAGE
• BASEMENT
GI 30 YR. MTGE.
LOW DOWN PAYMENT
CHEAPER THAN RENT
MODEL:
3022 GUNTHER AVE.
OFF ADEE AVE., BX.
Open every day including Sat.-Sun., Noon to Dusk
DIR. BY CAR: EAST ON GUNHILL RD. TO ARNOV AVE. & BLOCK EAST ON ARNOV RD. TRAFFIC LIGHT. LEFT AT ARNOV AVE. (POST OFFICE) TO GUNTHER AVE. LEFT ON GUNTHER TO MODEL. BY SUBWAY: 7th Ave. Day Ave. Line to Gunhill Rd., Walk Right to Adee Ave., Left on Adee to Gunther and Model.

Bronx
YOU QUALIFY - \$1,650 dn. 1-Yr. term - 4 bdrms. 2 baths, in playm. 450 KING DAVID HOMES, Castel Hill Av. & Lycombe, Bx, TA. 3-0051.

REAL ESTATE LICENSE COURSE OPENS JAN. 31

The Winter term in "Principles and Practices of Real Estate" for men and women interested in buying and selling property, opens Tues., Jan. 31, at Eastern School, 721 Broadway, N. Y. 3. AL 4-5929. This 3 months' evening course is approved by the State Division of Licenses as equal to one year's experience towards the broker's license.

Shoppers Service Guide

Salesmen & Agents Wanted

JOBBERS - SALESPeople - 100% BARRUP. If you sell retail—25% markup. If you job-lot our "Swanyok" Aurora Crystal Jewelry, Sample Neckties & Earrings \$2.00. BORBUCKI JEWELRY Co., 695 Williams St., Bridgeport, Conn.

OPPORTUNITY YEAR IS HERE!!! Be A Wonderwar Dealer—EARN \$50.00 to \$150.00 weekly p./l DEMONSTRATE AT HOME PARTIES a fabulous line of polyethylene and vinyl household products. Car nec. Conn. Tulip 1-7208.

PART TIME intelligent men and women needed to follow up leads and sell mutual funds, high commission—other benefits. Investors Planning Service, RA. 9-1810.

ROOM & BOARD FOR MEN

MARION E. RODDEN REST HOME recently opened, certified, in beautiful Lake Ronkonkoma. For elderly-retired-convalasents, needing care, understanding, Diet supervision. Tastefully furnished pri. & semi-pri. rms.; landscaped ground. Churches near-by. 24 hour supervision, licensed nurse. From \$40 weekly. RONKONKOMA 9-4411.

FOR SALE

TYPEWRITER BARGAINS
Smith \$17.50 Underwood \$22.50. 4th Ave. Pearl Bros 410 Smith Bkn. TR 5-2074

UTILITIES

BUNDELL CO., INC. 300 Central Avenue, Albany, N. Y. Tel. BE. 4-2800. Quaker Maid Kitchens, Schenck Kitchens.

MAKE A DOLLAR WORTH A DOLLAR
HOW? Ask the **FULTON PAWNBROKERS**
1543 Fulton St., Bklyn, BR 8-4000
Everything for Your Shopping Needs including MONEY

TRAINS!

The World's Largest Display of Sets at Huge Discounts. Trade Your Old Trains For New - Sick Trains Made Well - TRAIN TOWN - 103 Duane St., (near City Hall) Digby 9-0044

Appliance Services

Sales & Service - Special Delivery Storage Wash Machines, combi sinks Guaranteed TRACY REFRIGERATION - NY 2-5909 240 E 145 St & 1204 Castle Hill Av Bx TRACY SERVICE CORP

LISTEN with a STETHOSCOPE

100% U.S.A. MADE Not a toy. Genuine M.D. model. Thousands now in use by doctors, nurses, breeders, farmers, mechanics, T.Vers. Every home, office, shop, factory, should have one or more. Ford model, instructions... \$3.99 p.p. Bowles type, sensitive... \$4.50 p.p. Scientific & Lab Apparatus

HARRY ROSS

61-F 74th St. N.Y. 7, N.Y.

Adding Machines Typewriters Mimeographs Addressing Machines \$25
Guaranteed. Also Rentals, Repairs
ALL LANGUAGES TYPEWRITER CO.
119 W. 33rd St., NEW YORK 1, N. Y.

First Names Called From New List for Patrolman

The first batch of names from the new eligible list for Police patrolman were sent to the City Police Department last week by the Department of Personnel. The list was established Dec. 7 with 2,361 names and this certification contains the names of 211 of them, down to number 517.

There are 350 vacancies to be filled, but the names certified were all that the Personnel Department has processed completely. All names down to number 1,000 are being processed as fast as Personnel can handle them.

The names follow:

Peter T. Maffucci, John W. Sebring, Richard C. Freud, Owen F. McEntee, Christophe Plunkett, George A. Cockburn, Joseph Vogel, Robert E. Walden, Allan N. Kornblum, Robert L. Mann, Bernard G. Milne, Thomas J. Callan, Daniel J. Sullivan, Steven E. Ducker, David W. Scott, Andrew J. Caverly, Richard P. Ryan, Thomas J. Galvin, Cornelius Caplice, Richard J. Ellis, John M. Freeley, Albert T. Higgins, James J. Cunningham, Louis A. Molinary, Charles L. Christophel, Joseph P. Heffernan, Kevin P. Rynn, Lester T. Bourke, George R. Bard and Thomas J. Cloran Jr.

Richard A. Phillips, John D. Conroy, Richard Mackesy, Valentino Martilotto, Thomas J. Dwyer Jr., Dennis J. O'Connor, Alvin C. Turner, James J. Ulrich, William H. McGrath, Francis A. Fleming, Robert L. Davis, John J. Mulryan, James O'Neill, Joseph J. Mahoney, Ronald I. Frankel, Lester F. McGowan Jr., John J. Callaghan, Joseph F. Hardiman, Thomas K.

Jasper Jr., Robert J. Hagan, Gerald M. Stelzer, Louis J. Riley, Thomas J. Brady, Thomas H. Sullivan, William Pilecki Jr., Robert Bisbee, Thomas E. McCarthy, Joseph K. McNulty, William H. Bourdon Jr. and Robert E. Coughlin.

Michael D. McAuliffe, Selwyn P. Lynch, Hugh T. Kelleher, Charles J. Summers, Eugene G. Lupo, George E. Hall, Joseph P. Mennella, Sheldon Barsky, George L. Guck, John P. Gilligan, John Hawkins, Noel A. Haera, Gerald O. Cullen, James W. Doolan, Richard L. Desroches, Neil P. O'Connor, Kenneth A. Stegmaier, Charles M. Monahan, Peter Andrews, Aaron H. Rosenthal, Richard J. Doran, John W. Loehner, Donald E. Moss, Kevin H. Flanagan, Richard J. Schriefer, John A. Callaghan, Gerald M. Sullivan, James T. Batemarco, Edward J. Mosca Jr. and James P. Ganley.

Charles R. Decosta, Donald J. Schroeder, Lawrence J. Cugine, Dennis G. O'Connell, William W. Smart, Louis J. Sbarbora Jr., Robert A. Hogan, William L. Goldwyn, Joseph P. O'Brien, Thomas M. Johnson, James C. Franco, Eugene P. Hourican, Joseph G. Keough, Joseph E. Cochran, Stuart W. Johnson, John J. Tarpey, Edward J. Beiner, Robert Hanaway, Frank C. Laine Jr., John C. Flynn, Richard A. Covello, Michael A. Vellek, John A. Staffieri Jr., John J. Murphy, Carl J. Lolocono, William K. Roe, Anthony C. Landaeta, William R. Dalley, Gerard J. McGrath and Donald C. Holden.

Bernard P. Houston, Charles A. Luisi, Louis A. Aldocast, Neal R. Callendo, William H. Day Jr., Joseph H. Sheridan, Michael D. Poist, Thomas J. Kilker, Robert

P. Mudie, Frederick Cafarelli, William M. Crotty, Everett W. Coffey, Warren L. Sardinia, Stuart L. Kessler, John P. Keane, Stephen H. Saunders, Christian Koch, Robert Harrison, Robert W. Krupa, Angelo D. Tritini, Arthur J. Kelly, Sebastian Barbagallo, Joseph R. Burns, Kenneth R. Heitz, Joseph L. Jones, Joseph I. Grossman, John C. Ellaro, Robert J. Basalari, Joseph J. O'Connor and Thomas G. Tuckey.

Robert E. Murphy, John M. Fitzgerald, Donald W. Chesney, Richard P. McGee, Michael E. Loughlin, Salvatore Pauculo, Thomas Costello, Max H. Haas, Ronald D. Biller, Thomas J. Condon, Francis McGhee, Joseph J. Donovan, Melville A. Lundin, Joseph C. Paccione, Gera d Tarulli, Charles P. Kivlehan, George M. Cole, Raymond J. Hennessey, John R. McCarthy, Lawrence A. Brown, John E. Breheny Jr., Robert M. Hand, James A. McGarvie, Anthony J. Sacchitello, Robert W. Roth, William Ward, Joseph P. Coleman, Peter J. McCann, Henry P. Coleman and Thomas P. Mulvihill.

Kenneth A. McCarthy, Paul M. Waldron, Anthony R. Nespoli, Cono Sanseverino, William A. Holiday, Robert F. Perrino, Edward J. O'Reilly, Richard A. Hatfield, Robert L. Green Jr., Dennis P. Ryan, John J. Burns, Accursio P. Interrante, Robert Harkins, Matthew G. Murphy, Thomas R. Killilea, Lawrence S. Capitano, Michael P. Forbell, Bernard C. Nugent, Thomas M. Oliva, Vincent G. Isoldi, Robert C. Perina, Richard J. Paige, Raymond C. Horn, Thomas J. McHugh, James P. Dowd, Brenda J. Gavigan, William F. Gifford, Daniel J. Corbo, Morris Koryto, Richard J. Carver and Michael G. Cleary.

REAL



HOMES CALL BE 3-6010

LONG ISLAND

ESTATE VALUES



LONG ISLAND

LONG ISLAND

INTEGRATED

4 OFFICES READY TO SERVE YOU!

Call For Appointment

\$ 5 9 0
FULL DOWN PAYMENT

Vacant 3 bedroom Cape Cod, in AI area, detached on 60x100. This 8 year old home is priced to sell quickly. Don't wait — BRING DEPOSIT — FULL PRICE \$14,990

17 SOUTH FRANKLIN ST. HEMPSTEAD IV 9-5800

2 FAMILY \$11,490

Large, income home, right in the heart of Roosevelt, 2 separate apts, modern baths and kitchens, full basement, oil heat, large plot. Keys with us!

LIVE RENT FREE!

277 NASSAU ROAD ROOSEVELT MA 3-3800

SPRINGFIELD GDNS. \$13,900

Detached, 40x100, large 6 room Ranch type, features 3 master bedrooms, full basement, economical gas heat, extras included. Only \$450 on contract. HURRY

6th & 8th Ave. Subway to Parsons Blvd. We are right outside Subway.

159-12 HILLSIDE AVE. JAMAICA JA 3-3377

1 FAMILY - \$400 DOWN

Detached, 7 rooms and bath, modern, scientifically designed, features throughout, full basement, ideally located, near everything, on tremendous 50 x 100 plot. Owner must relocate and sacrifice for only \$12,000, full price!

HURRY!

135-19 ROCKAWAY BLVD. SO. OZONE PARK JA 9-4400

BETTER REALTY
ALL 4 OFFICES OPEN 7 DAYS A WEEK
FROM 9:30 A.M. TO 8:30 P.M.

INTEGRATED

SOLID BRICK — BIG EXCLUSIVE RENT — WITH OPTION TO BUY

Legal 2-Family — Hollis
NO CASH DOWN

5 SPACIOUS enormous rooms, all for you, plus second income apt, garage, automatic heat. Near schools, shopping, churches and transportation. Many extras. GET HERE FIRST! A REAL BUY.

MOTHER & DAUGHTER

THIS BEAUTIFUL home, located in St. Albans, on landscaped plot, garage, detached, automatic heat, 2 full baths, and kitchens, plus finished cabinets, storms and screens, and many other extras.

CALL FOR APPT. Open 7 days a week
Till 8 P.M.

JEMCOL REALTY

170-03 Hillside Ave., Jamaica, L. I. Next door to Sears-Roebuck, Ind. "E" or "F" train to 169 St. Sta.

-: FREE PARKING -:
AX 1-5262

GI's NO CASH

SOLID BRICK

2 Family \$14,990

2½ baths, large beautiful rooms, separate entrances, finished basement, 2 car garage, oil heat, modern kitchen. SO. OZ. PK. — Full Down Payment \$600.

E. J. DAVID REALTY
159-11 Hillside Ave., Jamaica
AX 7-2111
OPEN 7 DAYS A WEEK

INTEGRATED

RICHMOND HILL LEGAL 2 FAMILY

No Down Payment GI

\$16,990

Live practically rent free in this lovely detached home, both 4-room apartments vacant - finished basement, oil heat, garage, best neighborhood. Ask for B-240.

* * Plus Many Other Homes From \$9,000 & Up

E-S-S-E-X **143-01 HILLSIDE AVE. JAMAICA**

AX 7-7900

INTEGRATED

3 CONVENIENT OFFICES AT HEMPSTEAD & VICINITY

YOUR SERVICE STOP PAYING RENT!
"HOMES TO FIT YOUR POCKET"

EXTRA! EXTRA!! GOOD BUY

1 FAMILY, 5 rooms, large plot, oil heat, low tax, attic space. Sacrifice. \$290 on contract.

FREEPORT

YOUNG - ATTRACTIVE

CAPE, 5 years old, 4 bedrooms, completely modern, 50x100 plot, walk to everything. AI condition. Hurry. \$450 on contract.

ROOSEVELT

IDEAL FAMILY HOME

COLONIAL, 1 family, 7 rooms, 4 bedrooms, 2 car garage, 60x100 plot, near schools and churches. Good buy. \$490 on contract.

HEMPSTEAD

THIS WON'T LAST

RANCH style, 7 rooms, garage, fenced plot, surrounded by shrubs, trees and flowers, new heating unit. \$750 — No closing fees.

WESTBURY

We have a selection of some of the finest homes in Hempstead and vicinity in 1 and 2 family. Ranches, Cape Cods, Colonials from \$350 up.

\$10 Deposit Holds Any House

FHA or GI

LIST REALTY CORP.

OPEN 7 DAYS A WEEK
14 SOUTH FRANKLIN STREET HEMPSTEAD, L. I.
IV 9-8814 - 8815

Directions: Take Southern State Parkway Exit 19, Peninsula Boulevard under the bridge to South Franklin Street.

135-30 ROCKAWAY BLVD., SO. OZONE PARK JA 9-51000
160-13 HILLSIDE AVE., JAMAICA OL 7-3838 OL 7-1034

WHY PAY RENT?

A NEW YEAR RESOLUTION
YOUR HOME IN 1961

CAMBRIA HEIGHTS
\$900 Down \$29 Wkly

Fully detached 6½ rooms, 3 bedrooms, garage.

HOLLIS
\$800 Down \$27 Wkly

6 rooms, 3 bedrooms, modern kitchen and bath, large plot, garage.

ST. ALBANS
2 Family Duplex

6½ rooms & 4½ rooms. Hot water heat, garage.

Belford D. Harty Jr.
192-05 LINDEN BLVD. ST. ALBANS
Fieldstone 1-1950

GOOD HOMES

CORONA BARGAIN

2-FAMILY, 10 rooms, oil heat, nr. shopping and subway.

DOWN PAYMENT \$1,500
PRICE \$12,500

FULLY DETACHED

6½ ROOM house, Vacant and fully decorated on large 60x100 plot. New gas heating system.

DOWN PAYMENT \$2,500
PRICE \$16,500

— MANY OTHERS —

HERMAN CAMPBELL
95-13 Northern Blvd., Jackson Heights
HI 6-3672

2 GOOD BUYS

ST. ALBANS

DETACHED, 2 family, 65x100 plot, 1st floor, 4½ rooms, mirrored wall living room, wood burning fireplace, custom built kitchen, 2nd floor, 4 rooms, screens and storms throughout.

\$22,500

HOLLIS

SOLID BRICK, 1 family, AI condition, 1½ baths, screens storms, venetians, wall-to-wall carpeting. Custom made radiator covers, oil heat, garage, ultra modern kitchen, built-in wall oven.

\$17,900

Other 1 & 2 Family Homes

HAZEL B. GRAY
168-33 LIBERTY AVE. JAMAICA
AX 1-5858 - 9

LEGAL NOTICE

BRUCE, FLORENCE I. — File No. P 3230, 1960. — CITATION. — The People of the State of New York, By the Grace of God Free and Independent, to The Heirs at Law, next of kin and distributees of Florence I. Bruce, Deceased, if living, and if any of them be dead to their heirs at law, next of kin, distributees, legatees, executors, administrators, assignees and successors in interest whose names are unknown and cannot be ascertained after due diligence.

YOU ARE HEREBY CITED TO SHOW CAUSE before the Surrogate's Court, New York County, at Room 504 in the Hall of Records in the County of New York, New York, on January 24, 1961, at 10:30 A.M., why a certain writing dated June 4th, 1956, which has been offered for probate by Samuel Loustein, residing at 57 Evergreen Avenue, Lynbrook, New York, should not be probated as the last Will and Testament, relating to real and personal property of Florence I. Bruce, Deceased, who was at the time of her death a resident of 210 West 83rd Street, New York City, in the County of New York, New York.

Dated, Attested and Sealed, December 13, 1960.

HON. JOSEPH A. COX, Surrogate, New York County.
PHILIP A. DONAHUE, Clerk

Upstate Property

200 ACRE FARM. — Selling Polled Hereford Breeding Stock, 2 sets buildings. About 100 head. Machinery. \$8,000 yearly net owner elms. About \$25,000 down. C. A. Cardner, Realtor, Cortland N.Y. Phone SR 6-6064.

Mt. Vernon

MT. VERNON BEAUTY ONLY \$6,000 CASH. — Complete mod. one fam. home — plus custom built furn. trees, & grape arbor, patio, air-conditioner, knotty pine dining rm. EL Shaped living rm. — full price, \$19,500.

N. RIKELMAN, REALTOR
8660 Mudge Ave., Bk., NY, 8-0719

SOLID BRICK

2-FAMILY \$790 DOWN

Located in Baisley Park area, near all transportation, shopping, schools. 7 extra large rooms in all, plaster walls, garage, all completely decorated, vacant & ready to move in.

Must be seen — Call Now!

HOUSES GALORE!

We have 100's of Colonials, Cape Cods, Ranches, 1 & 2 Families, Brick, Frame & Shingle Houses, located in S. Ozone Park, St. Albans, Baisley Park, Springfield Gardens, Laurelton & Hollis. Down payments as low as \$300, monthly mortgage payments as low as \$58, GI or FHA mortgages available.

COTE
118-09 SUTPHIN BLVD., JAMAICA
JA 9-5003

Brooklyn FURNISHED APTS.

57 Herkimer Street, between Bedford & Nostrand Ave., beautifully furnished one and two room apts. kitchenette, gas, electric free. Elevator. Near 8th Ave. Subway. Adults. Seen daily.

Farms - Ulster County

LEFEVER FALLS ROSENDALE, beautiful 4 room bungalow, cellar, lights, toilet, shower, best view in Ulster County, completely furnished, \$8,800.

WASHINGTON PARK ROSENDALE, 4 room block bungalow impvt, extra one room cabin, lot 100x100, \$4,900. Terms arranged.

John Bellay, owner
Rosendale, N. Y. Tel. OL 8-0711

Six Small New City Lists Out

One new promotion and five new open competitive eligible lists will be established effective Wednesday, Jan. 18, by the New York City Department of Personnel.

The lone promotional is for foreman paver (Manhattan Borough President), 5 names.

The open competitiveness include three for public health nurse—group 6, with 9 names; group 7 with 6 names and group 8 with 3 names; furniture maintainer's helper, 18 names, and typewriter maintainer, 4 names.

The official lists may be inspected from Wednesday, Jan. 18, through Wednesday, Jan. 25, in The Leader office, 97 Duane St., two blocks north of City Hall, just west of Broadway.

TEST AND LIST PROGRESS—N.Y.C.

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

Table with columns: Title, Latest Progress, Last No. Certified. Lists include Air pollution inspector, Account clerk, Administrative ass't, etc.

City Deckhand Exam Re-Opened to Jan. 25

The New York City examination for deckhand has been re-opened. Applications for this position will be accepted until Jan. 25. The salary for this job is \$6,079 a year.

Candidates for this examination must have at least two years of experience as deckhand by the date of appointment. Candidates

must be under 45 years of age as of Jan. 5. Those we were engaged in military duty after July 1, 1940 may deduct the length of time they spent in such duty from their actual age.

Under supervision a deckhand has to operate gates and gang-planks, regulate passenger traffic, load and unload freight, handle lines, act as lookout, clean vessels, and perform other manual labor.

The written test will be of the short answer variety and may include questions on marlinspike and deck seamanship, ship maintenance, aids to navigation, lifeboats, fire fighting and first aid, tides and weather, nautical terms, the compass, and other related subjects.

In addition to the written test, a performance test is required. This practical test will include swimming and knot tying.

Those who filed applications this position in December of 1960, need not file again, but they make additions or amendments.

Deckhands are eligible for promotion to the title of mate at a salary of \$6,859 a year.

Applications are available at the Department of Personnel at 96 Duane St., New York 7, N. Y. Mail requests for application forms must be received by the Department by Jan. 20, and must be accompanied by a stamped, self-addressed envelope.

State Exam for Cashiers Opens; Bronx Residents

Residents of Bronx County may apply for a New York State Examination for cashier. The salary for this position runs from \$3,500 to \$4,580 a year.

Candidates must have two years of clerical experience involving the handling and accounting for large sums of money, and be a high school graduate, or have a satisfactory equivalent in training and experience.

Candidates should have a good knowledge of business arithmetic and English. They must be able to handle large sums of money and to detect counterfeit coins and bills. Candidates must have the ability to understand and follow directions.

Applications will be accepted up to Feb. 6; the written test is scheduled for March 11. Application forms may be obtained from room 2301, 270 Broadway, New York, N. Y.

The examination number is 6435.

Table listing Assistant supervisor, Assistant res. buildings super, etc. with certification dates and numbers.

Table listing Blacksmith's helper, Bridge painter, Bridge & tunnel maintainer, etc.

Table listing Captain, Carpenter, Cashier, Civil engineer, etc.

Table listing Cleaner, Clerk, College office asst., College secretarial asst., etc.

Table listing Electrician, Elevator mechanic's helper, Elevator operator, etc.

Table listing Fireman, Foreman, General park foreman, etc.

Table listing Housing caretaker, Housing guard, Housing fireman, etc.

Table listing Investigator, Junior attorney, Junior mechanical engineer, etc.

Table listing Labor, Laboratory aide, Laundry worker, etc.

Table listing Machinist, Maintainer's helper, Maintainer's helper - Group B, etc.

Table listing Maintenance man, Messenger, Motor man, etc.

Table listing Oiler, Parking meter attendant, Patrolman, etc.

Table listing Planning, Police, Power maintainer, Principal cashier, etc.

Table listing Probation officer, Public health asst., Public health nurse, etc.

Table listing Radiation technician, Railroad clerk, Railroad clerk, etc.

Table listing Sanitation man, Seasonal parkman, Sergeant, etc.

Table listing Senior clerk, Senior clerk, Senior clerk, etc.

Table listing Senior stenographer, Senior stenographer, Senior stenographer, etc.

Table listing Senior stenographer, Senior stenographer, Senior stenographer, etc.

Table listing Senior stenographer, Senior stenographer, Senior stenographer, etc.

Table listing Senior stenographer, Senior stenographer, Senior stenographer, etc.

Table listing Senior stenographer, Senior stenographer, Senior stenographer, etc.

Table listing Senior stenographer, Senior stenographer, Senior stenographer, etc.

LEGAL NOTICE

WIGHAM, REGINALD E.—In pursuance of an Order of Hon. Joseph A. Cox, Surrogate of the County of New York, NOTICE is hereby given to all persons having claims against Reginald E. Wigham, late of the County of New York, deceased, to present the same with vouchers thereon, to the subscriber at his place of transacting business at the office of Harry Krieger and Philip Krieger, Esqs. his attorneys, at 29 East First Street, Mount Vernon, New York, on or before the 15th day of July 1961.

Dated, Mount Vernon, N. Y. the 27th day of December 1960. Reginald Eastman Wigham, Executor.

HARRY KRIEGER and PHILIP KRIEGER, Attorneys for Executor, No. 29 East First Street, Mount Vernon, N. Y.

WAREHOUSE CLEARANCE Sale 1960 CHEVS. OUR ONCE-A-YEAR SALE OF LEFTOVERS \$1788 BRAND NEW • Factory Equipped UP TO 3 YEARS TO PAY BATES CHEVROLET CORP. GRAND CONC. at 144 ST. BRONX • OPEN EVES.

SAVE MONEY BUY YOUR NEW or USED CAR IN A GROUP For FREE information—Fill in and mail this coupon to: Automobile Editor, Civil Service Leader, 97 Duane St., N. Y. 7 Date... Kindly advise how I can buy my car in a group and save. It is understood that I am not obligated in any way. Car desired... (New) (Used) Model... Year... Name... Address... Telephone... The Civil Service Leader does not sell new or used cars or any automotive merchandise. This is a service exclusively for the benefit of our readers and advertisers.

NYC EXAMS THIS WEEK

TITLE	TEST	PLACE OF TEST	STARTING TIME	CAND.
TUESDAY, JANUARY 17				
Marine Stoker	Practical-Oral	Supervisor's Office—St. George Ferry	9:00 AM	7
			12:30 PM	6
WEDNESDAY, JANUARY 18				
Marine Stoker	Practical-Oral	Supervisor's Office—St. George Ferry	9:00 AM	7
			12:30 PM	6
License—Refrigerating Machine Operator	Practical	Bronx Term. Mkt.—Power Plant	12:01 PM	5
			2:30 PM	5
Court Attendant	Med.-Physical	Rm 200, 241 Church St. Manh.	8:00 AM	310
Promotion—Assistant Supervisor (Electrical Power) (Transit Auth.)	Written	Rm. 202, 241 Church St., Manh.	8:45 AM	34
THURSDAY, JANUARY 19				
Marine Stoker	Practical-Oral	Supervisor's Office—St. George Ferry	9:00 AM	7
			12:30 PM	6
Court Attendant	Med.-Physical	Rm 200, 241 Church St. Manh.	8:00 AM	310
FRIDAY, JANUARY 20				
Marine Stoker	Practical-Oral	Supervisor's Office—St. George Ferry	9:00 AM	7
			12:30 PM	6
Foreman (Railroad Watchman) (Transit Authority)	Written	Rm. 202, 241 Church St., Manh.	8:45 AM	37
Housing Caretaker (Group IV) (Special Exam)	Med.-Physical	Rm 200, 241 Church St. Manh.	8:55 AM	40
			9:20 AM	36
Institutional Trades Instructor (Tailoring)	Medical	Rm 200, 241 Church St. Manh.	8:00 AM	7
Commissary Manager	Medical	Rm 200, 241 Church St. Manh.	8:00 AM	8
Home Economist	Medical	Rm 200, 241 Church St. Manh.	8:00 AM	7
Budget Examiner	Medical	Rm 200, 241 Church St. Manh.	9:45 AM	13
Assistant Budget Examiner	Medical	Rm 200, 241 Church St. Manh.	9:45 AM	2
Assistant Computer Programmer	Medical	Rm 200, 241 Church St. Manh.	9:45 AM	3
Computer Programmer	Medical	Rm 200, 241 Church St. Manh.	9:45 AM	13
Senior Computer Programmer	Medical	Rm 200, 241 Church St. Manh.	9:45 AM	5
Burroughs No. 7200 Operator	Medical	Rm 200, 241 Church St. Manh.	10:10 AM	7
SATURDAY, JANUARY 21				
Fireman, Fire Department (Various High Schools as follows:	Written	Seward Park, 350 Grant St., Manhattan	9:00 AM	1243
	Written	Samuel Tilden, Tilden Ave., & 1. 57 St., Bklyn.	9:00 AM	1260
	Written	Abraham Lincoln, Ocean Pkwy., Guider Ave., Bklyn.	9:00 AM	1262
	Written	William H. Taft, 171 St. & Sheridan Ave., Bronx	9:00 AM	927
	Written	William C. Bryant, 48-10 31 Ave., L.I.C.	9:00 AM	1866
	Written	Curtis, Hamilton Ave. & St. John's Pl., S. I.	9:00 AM	823
Court Attendant	Med.-Physical	Rm. 200, 241 Church St., Manh.	8:00 AM	252
Promotion—Assistant Civil Engineer	Written	Charles Evans Hughes High School, 351 W. 18 St., Manh.	9:00 AM	222
Promotion—Assistant Civil Engineer (Deposit Division, Office of the Board of Water Supply)	Written	43 Dean Street, Deposit, N. Y.	9:00 AM	3
Promotion—Captain, Police Dept.	Written	Brooklyn Technical High School, DeKalb Ave., & Fort Greene Place, Brooklyn, N. Y.	9:00 AM	887
Promotion—Lieutenant, Police Dept. (Special Exam No. 1)	Written	Brooklyn Technical High School, DeKalb Ave., & Fort Greene Place, Brooklyn, N. Y.	9:00 AM	22
Promotion—Lieutenant, Police Dept. (Special Military No. 1)	Written	Brooklyn Technical High School, DeKalb Ave., & Fort Greene Place, Brooklyn, N. Y.	9:00 AM	1

The Job Market

A Survey of Opportunities in Private Industry

By A. L. PETERS

In Manhattan, there are several unusually attractive job openings for modern ferrous or non-ferrous practices, including sand preparation, molding, casting and finishing. They will set up a prototype training and production center in India for apprentices. Candidates must pass a security and clearance check. Salary, \$16,000 a year, plus housing and commission. Also wanted for work in India is a sheet metal mechanic with at least ten years' experience in sheet metal production and job shop work plus five years of supervisory experience in this field. Should also be experienced in teaching and training sheet metal apprentices. This man's job will be to set up and operate hand and power tool sheet metal machiner in jobbing and production work and to instruct and supervise sheet metal apprentices. Apply at the Manhattan Industrial Office, 255 West 54th St.

In Brooklyn

There are jobs for auto body & fender repairmen to do general collision work. They will disassemble, straighten and replace damaged automobile bodies and fenders. Must be able to weld, braze and solder. Should have own tools. \$120 to \$125 a week, depending on experience. A colorist is wanted, a man who can duplicate exact shades of color to be used in printing plastic material. Must have two to three years' experience in color matching. \$75 a week to start, \$80 in three months. Wanted also is a foreman for the laminating department of a plastic sheeting plant, to supervise 40 production workers. Must be familiar with laminating and embossing machine. \$120 to \$140 a week, depending on experience. A Carburetor Rebuilder is needed, a man with production line experience, to strip, repair, and rebuild automobile carburetors. Job pays \$76 a week and up. Apply at the Brooklyn Industrial Office, 590 Fulton Street.

Overseas Teaching Jobs

The Air Force is now recruiting teachers, both men and women, for the elementary and secondary schools it operates overseas. Candidates must be American citizens with a State Teaching Certificate for the level or subject matter to be taught. Because adequate family housing overseas is limited,

Bronx Women's Bar Assn. Sets Meeting

The Bronx Women's Bar Association has announced its annual dinner dance will be held this year at 7:30 p.m. Wednesday, Jan. 25, in the Concourse Plaza Hotel, 900 Grand Concourse, Bronx.

Guests will include Supreme Court Justices Samuel H. Hofstadter, Edgar J. Nathan, Jr., and Peter A. Quinn; County Court Judge Hyman Korn; General Sessions Judge George Postel; City Court Justices Joseph A. Brust and Nathaniel T. Helman; Domestic Relations Court Justice Florence M. Kelly; Municipal Court Justice Sydney Gold, and Magistrates' Court Justice Joan O'Dwyer O'Neill, who is also president of the Association.

Guest speaker will be Felisa Rincon De Gautier, mayor of San Juan, Puerto Rico. Reservations are \$8.50 per person. Call Rose L. Hoffer, EA 7-3889.

teachers without dependents are preferred. Salaries begin at \$4,435 for applicants with bachelor's degrees and at \$4,635 for those with master's degrees. In addition, there are annual salary increments. Free transportation and maintenance are also provided. There are overseas openings too for principals. These positions require Administrative Certificates. Salaries range from \$5,480 to \$8,955 a year, plus transportation and maintenance. Again, candidates without dependents are preferred. Further details about both teaching and administrative positions can be learned at personal interviews to be arranged for any day this week. Apply at the Professional Placement Center, 444 Madison Avenue.

Models, Legal Secretaries

Models are wanted, women sized 9, 10, 11, and 12. Coats, suits, dresses, and bathing suits. Jobs pay \$75 to \$100 a week. Legal Secretaries are needed for full-time positions in both midtown and downtown Manhattan. \$85 to \$100 a week. Apply at the Commercial Office, 1 East 19th Street.

In Flushing

An experienced sheet metal assembler is wanted to assemble chassis and cabinets, working from blueprints. \$2.00 to \$2.25 an hour. There's a job for an experienced silk screen printer on wallpaper. \$65 a week and up, depending on experience. Wanted also is a silk screen cutter with several years' experience on wallpaper. \$100 a week and up, according to experience. Apply at the Flushing Office, 42-01 Main Street.

Municipal Personnel Society Workshops

The Municipal Personnel Society has announced final scheduling of its first four workshop series for 1961. Notice of the schedules has been sent to all Society members. The workshops:

1. **THE IN-BASKET** — The workshop will be conducted by Solomon Hoberman and Edward Van Ness. The group will meet at the N.Y.U. Faculty Club, 22 Washington Square North, in the Green Room. Sessions will be held on alternate Mondays, as follows: Feb. 20, Mar. 6, Mar. 20, April 3 and April 17. Each meeting will begin at 6:30 and end at 8:30 P.M.

2. **METROPOLITAN PLANNING**—This series will be conducted by Haydon B. Johnson. It will be offered at the Port Authority Building, 111 Eighth Ave. (15th St.). The group will convene for its first meeting at 6:15 p.m., on Feb. 8. Subsequent sessions will be held at the same hour every second Wednesday, in the 15th Floor Conference room.

3. **GREAT BOOKS** — This workshop will be given by Melvin Richter. The first session will be held on February 7, 1961, at 6:30 P.M. The workshop will meet on Tuesdays at the Institute of Public Administration, 60 Street and Park Avenue.

4. **LABOR RELATIONS**—Louis Yagoda will conduct this workshop. It will commence on Monday, February 6, and continue on successive Mondays to March 27, for a total of 8 sessions. Each meeting will extend from 6 p.m. to 8 p.m. This workshop will meet at 551 Fifth Ave. (45th St.) in the 5th Floor Conference Room.

Social Security Questions Answered

If it can be proved that I am totally disabled, how much will be paid to me when I qualify for benefits?

The payments are based on your average monthly earnings in the year prior to the date your disability began. Payments can range anywhere from \$33.00 to \$120.00 a month at the present time.

When will benefit checks for disabled workers under 50 first be paid?

These checks will first be payable for the month of November 1960 and will be mailed out early in December.

I am now receiving disability benefits. I will be 65 in February. Do I have to file a new claim to get old-age benefits? Will I get any increases in February?

No new claim will be necessary when you reach age 65. Your disability benefit will be automatically converted to the old-age benefit. The amount will remain exactly the same.

I employ a part-time maid and pay her \$12.00 a week. She says she does not want me to withhold social security taxes from her salary. Must I pay the employer's share of the tax anyway?

Yes. As the employer you are responsible for paying all of the tax due. If you do not withhold her share from her salary, you must pay all of the tax yourself. I am a woman 63 years old. I

worked for several years during the war but I was told last year that I had not worked long enough to qualify for benefits. Does the new law help me in any way?

Under the new law you may now be entitled to benefits. Formerly you needed a little more than four years of work to qualify. Now you can qualify with about two and a half years of work. You should get in touch with your social security office again as soon as possible.

I have been totally disabled since July 1958. How far back can my disability payments start?

Disability payments can begin as much as twelve months before the month in which you file your application.

How much work is required to be insured for Social Security payments?

The amount of work required to be "insured" depends on when you reach retirement age. A person who reached retirement age in 1956 or earlier needs about 1½ years of work. One who reaches retirement age in 1961 needs about 3¼ years of work, and one who reaches retirement age in 1966 needs about 5 years of work.

My minor child was not eligible for benefits when his real father died because he was living with and supported by his stepfather, my present husband. Do the 1960 Amendments change that in any way?

Yes. A child can now always be paid Social Security benefits based on his real father's earnings record even though he was living with and being supported by a stepfather.

Does my disability benefit start with the month in which I file my application?

Disability benefits become payable in the seventh month of your disability. The law sets a six month waiting period before disability payments can begin.

My husband and I have been drawing benefits at the minimum rate. He has now died. Will my widow's benefit be only three-fourths of his \$33.00 monthly rate?

No. You will receive \$33.00 a month. Although the widow's benefit is usually three-fourths of her husband's monthly rate, a widow alone will not be paid less than \$33.00.

I have my own business. I am now 71 years old. I understand that employees who work after age 72 can receive benefits no matter how much they earn. Does this also apply to people who own their own business?

Yes. Beginning with age 72 both employees and self-employed persons may receive benefits even if they still continue to work and earn any amount of money.

My husband reports me as his dependent on his income tax return. Since he is getting disability payments, why can't I get benefits as his dependent?

For you to receive benefits you must be at least 62 years old or have in your care a child entitled to benefits. If you meet either of these conditions, you should contact your local social security office.

TREAT Golden Brown **POTATO CHIPS**
TASTE THE WONDERFUL DIFFERENCE!

CORRECTION CORNER

By JACK SOLOD

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

Unions Seek Less Than CSEA

ON DECEMBER 29, in room 315 of the State Capitol the equalization committee appointed by Governor Rockefeller held a final hearing before deciding the equalization problem. This is what happened.

REPRESENTING COUNCIL 50 A. F. of L. — C.I.O. was Samuel Cohen, counsel; Forest Wagner, President Attica State Prison Local and Theodore Bleeker, international representative. The union asked for a two grade upward adjustment to accomplish equalization. This would place the Correction Officers in the R-13 grade.

THE CIVIL SERVICE Employees Association represented by Harry Albright, Jr. Counsel; Henry Galpin, salary research analyst; David Shultes, chairman of the salary committee and Joseph Feily, president of the C.S.E.A. asked for a three grade upward adjustment also emphasizing that the longevity increments must become part of this program.

THE STATE-WIDE PRISON Conference represented by Thomas Hentz of Elmira and John Peoples presented no plan but asked for an early settlement of the problem.

THE CORRECTION CONFERENCE represented by Edward O'Leary of Elmira, Charlie Lamb of Greenhaven Prison and yours truly presented comparison figures with the New York City Correction Officers and urged at least the adoption of the Civil Service Employees Association plan.

LT. GOV. MALCOLM WILSON, Commissioner of Correction Paul McGinnis, Deputy Commissioner of Correction John Cain, Commissioner of Mental Hygiene Paul Hoch, Budget Director Norman Hurd, and experts from Civil Service and the budget listened attentively to the various speakers. The Lt. Governor as chairman of the meeting was his usual gracious self but emphasized that no decision had as yet been reached. Word from the best sources say, "the correction officers will do alright."

NO TEARS ARE BEING shed by State Police over the retirement of Francis McGarvey, Superintendent and George Searle, his deputy. A state police sergeant up for retirement has filed application for CSEA field representative . . . Rumors are that Police Commissioner Kennedy in New York City winds up next month . . . Pension changes this year will have to do with increased interest, loan insurance, continue the 2-year death benefit and possibly vesting at age 55 . . . Condon-Wadlen law should be repealed, but let's get on with important legislation—more money.

An Open Letter To CSEA Members

By JOSEPH F. FEILY, PRESIDENT
CIVIL SERVICE EMPLOYEES ASSN.

Last week, we printed in an Open Letter a quotation from an opinion rendered by the Director of Classification and Compensation in denying a request for the reallocation of salary grades for Claims Examiners and Employment Interviewers.

The quotation supported the contention of our organization that State salaries were low in comparison with those paid outside and in other jurisdictions and implied that only by an overall increase by the Legislature could the situation be adequately remedied. We stated that this in essence reflected our philosophy, and we still contend that it does.

In our support of this point of view, we did not in any way mean to imply that the obligation of the Director of Classification and Compensation to make periodic and necessary adjustments should cease. We in no way stepped away from our continued support of the requests which our members have made and are making for salary readjustment. We in no way have stopped disagreeing with Mr. Kelly's decisions when we think they are wrong—and we will continue to do so in the future. We will continue to support and further the appeals of our members in all salary reallocations by not only advising in the preparation of briefs, but by lending our assistance at oral hearings.

We are critical of his decision in the particular matter in question and we are not changing. We will be in attendance to vigorously support the appeal of our members before the Civil Service Commission in this case on Tuesday, January 17th.

However, the part of Mr. Kelly's opinion which we used, emphasizes

the position which the Association has taken this year in advocating a three grade increase in State salaries. It is only by this overall adjustment at this time that the confused situation regarding State salaries can be straightened out.

Mrs. Gerson Bid Farewell in Poetry

Mrs. Edith Rosenthal Gerson, Chief Compensation Clerk and member of the Civil Service Employees Assn. retired from state service after 18 years of employment on January 11. Her position has been in the capacity of out-of-town scheduler in the Calendar Department of claims division.

Ida Hussy Supervisor of unit and co-workers attended a farewell party in honor of Mrs. Gerson on her last working day. Along with parting gifts and memorable words, a special requested, original poem of working days written by Ernestine Baker of New Claims unit was presented to the guest of honor.

Promotion to Cashier Tests Open In State

New York State competitive promotion examinations for the title of Cashier will be held on March 11. The salary for this job runs from \$3,680 to \$4,560 in five annual increases. Applications will be accepted to Feb. 6.

Examination number 5032 is open only to those candidates who have worked in the competitive class in the Department of Motor Vehicles for one year in a position of Grade three or higher, and examination number 5033 is open only to those who have been employed in the Department of Taxation and Finance for a year in a position Grade three or higher.

The written test will test for the ability to make change accurately and rapidly and to understand written material. Knowledge of office and cashiering terminology, methods, and procedures will also be tested.

Application forms are available at the State Campus in Albany or at Room 2301, 270 Broadway in New York City. The promotion examination for employees in the Department of Taxation and Finance is No. 5033; for those in the Department of Motor Vehicles it is No. 5032.

Installs Officers

The newly elected officers of the Civil Service Employees Association of the City of Mount Vernon were installed at the annual Christmas Dinner Dance, recently held at Viafore's Restaurant in Yonkers.

The officers installed by CSEA Field Representative Thomas Luposello were: Dorothy Feldman, President; Joseph Annunziata, first vice-president; Raymond Pryor, Second vice president; Helen Bospisil, third vice president; Agnes Gerow, treasurer; Lillian Kantor, recording secretary and Muriel Hollister, Corresponding Secretary.

Retiring President Fred A. Jones, Jr. presented gift certificates to Charles South, Elsie Kelly and Cornelius Booy. These three Association members have recently retired from the employ of the City. The Unit also presented Fred Jones with a gift, in recognition of the excellent work he had done as President during the past two years.

Mayor P. Raymond Sirignano, members of the Common Council and Westchester Chapter President, Gabriel J. Carabee were among the 200 who attended the affair. Acting City Judge, Louis L. Simberkoff gave the invocation.

Huttleston Succeeds Evans As State Parks Director

ALBANY, Jan. 16—Leonard L. Huttleston, a civil engineering graduate of Cornell University and a career state employee, is the new director of state parks.

In a two-way promotion, caused by the retirement of James F. Evans as director, Mr. Huttleston became director and his post of assistant director now has been filled by Robert J. Middlebrooks, another career state employee.

Mr. Huttleston began his conservation career in 1933 with the CCC State Park program. In 1938, he became general manager of the Central New York State Park Commission and was named assistant director of parks in 1951.

Mr. Middlebrooks formerly was a member of the staff of the State Adjutant General, but has been with the State Council of parks since 1948. His salary will be \$12,346. Mr. Huttleston's salary will start at \$15,286 a year.

Of Mr. Evans' retirement Conservation Commissioner Harold G.

Wilm said: "His talents of leadership and dedication to the job for over a quarter of a century helped create a great state park system, outstanding in the nation, and will serve to keep his name indelibly impressed in our minds."

Evans Well Known

Jim Evans is one of the best known state employees in government. He had served for 23 years as director and had a total of 37 years of state service. He will continue as a consultant to the department and to the State Power Authority.

Long an associate of Robert Moses, he has been a special legislative representative in seeking funds for expansion of the state park program. His most recent battle was for state acquisition of the Sampson Naval area for recreational purposes.

His service spans the entire growth of the unified regional park program. In addition, he was a member of the original advisory committee for the State Thruway, the Hudson Valley Survey Commission, the Great Lakes Water Levels Commission and on the New York-New England Inter-Agency Committee.

He is a past president and present director of the National Conference on State Parks.

Homer Whitson Is Honored

A retirement dinner for Homer Whitson, a member of the Inter-County Chapter of Civil Service Employees Association was held recently at the Bethpage State Park Club house in the Canton Room. Mr. Whitson served as Greenskeeper at Bethpage State Park for twenty-eight years. The dinner served by Island Refreshment Corp. was attended by 90 co-workers, friends, and Chapter members.

Joseph H. Burbeck, Superintendent was master of ceremonies and presented Mr. Whitson with a scroll signed by his co-workers and friends.

Chester Biakelock, Executive Secretary of the L.I.S.P.C. presented Mr. Whitson with the first 25 Year pin.

Herman Boetjer and William Sloan were speakers. The dinner ended with the presentation of a gold wrist watch, radio and a 19th hol plaque made by a Chapter member.

Yonkers CSEA Unit Elects New Officers

At a recent election meeting, the members of the Yonkers Non-Instructional School District Unit elected Stanley Frugis to serve as its new president. Also elected were Andrew Sencen, vice president; Gorge Walterthum, treasurer; Victor Lepenido, recording secretary, James De Carmine, financial secretary and Ernest Mengart, sergeant-at-arms.

Through the efforts of this Unit of the Westchester Chapter of Civil Service Employees Association, many benefits for the employees of the Yonkers School District have recently been secured. Besides obtaining the 5% contribution to the Retirement System and a 2½% pay increase, the school district employees have been granted improved vacation schedules, accumulated sick leave up to 120 days and a three dollar per hour rate for overtime work.

Jewish Employees Assn. To Meet

The first monthly meeting of the Jewish State Employees Association of New York for 1961 will be held on Wednesday, January 25, in Room 659 of the State Office Building.

Nathan Rogers, president of the Association, announced that a field representative from the Social Security Administration will discuss the various features of the Social Security Program and answer questions and advise on problems in connection herewith.

Final plans will be made for our Purim Party to be held in the early part of March. Discussion will be had concerning and making the necessary arrangements for the Shakespearean Festival which is held in the early part of June. Refreshments will be served. Members are urged to bring along a friend, a prospective member or an old member so that he can renew acquaintances.

Arthur C. Banner

Arthur C. Banner, a retired X-ray technician at Homer Folks Hospital, died at home in Oneonta recently. He was 65.

Mr. Banner, a member of the Civil Service Employees Association, entered state service in 1926 at Binghamton State Hospital. He later served at Kings Park, Creedmoor and Brooklyn State Hospitals as well.

Services and burial were in Oneonta.

XMAS GIFT FOR MIDDLETOWN



Shown above is Felice Amodio, president of the Middletown State Hospital chapter of the Civil Service Employees Association, presenting the annual donation for the patients' Christmas fund to Dr. Hyman Pleasure, director of the Middletown State Hospital. The presentation helped to provide Christmas parties and gifts for patients.

STOP WORRYING ABOUT YOUR CIVIL SERVICE TEST



PASS HIGH the EASY ARCO WAY

- | | |
|---|--|
| <input type="checkbox"/> Ass't Deputy Clerk \$4.00 | <input type="checkbox"/> Librarian \$4.00 |
| <input type="checkbox"/> Administrative Asst. \$4.00 | <input type="checkbox"/> Maintenance Man \$3.00 |
| <input type="checkbox"/> Accountant & Auditor \$4.00 | <input type="checkbox"/> Mechanical Engr. \$4.00 |
| <input type="checkbox"/> Apprentice 4th Class Mechanic \$3.00 | <input type="checkbox"/> Mail Handler \$3.00 |
| <input type="checkbox"/> Auto Engineman \$4.00 | <input type="checkbox"/> Meter Attendant \$3.00 |
| <input type="checkbox"/> Auto Mechanic \$4.00 | <input type="checkbox"/> Meter Veh. Oper. \$4.00 |
| <input type="checkbox"/> Ass't Foreman (Sanitation) \$4.00 | <input type="checkbox"/> Motor Vehicle License Examiner \$4.00 |
| <input type="checkbox"/> Attendant \$3.00 | <input type="checkbox"/> Notary Public \$2.50 |
| <input type="checkbox"/> Beginning Office Worker \$3.00 | <input type="checkbox"/> Nurse Practical & Public Health \$4.00 |
| <input type="checkbox"/> Bookkeeper \$3.00 | <input type="checkbox"/> Oil Burner Installer \$4.00 |
| <input type="checkbox"/> Bridge & Tunnel Officer \$4.00 | <input type="checkbox"/> Office Machine Oper. \$4.00 |
| <input type="checkbox"/> Captain (P.D.) \$4.00 | <input type="checkbox"/> Parking Meter Attendant \$4.00 |
| <input type="checkbox"/> Chemist \$4.00 | <input type="checkbox"/> Park Langer \$3.00 |
| <input type="checkbox"/> C. S. Arith & Voc. \$2.00 | <input type="checkbox"/> Parale Officer \$4.00 |
| <input type="checkbox"/> Civil Engineer \$4.00 | <input type="checkbox"/> Patrolman \$4.00 |
| <input type="checkbox"/> Civil Service Handbook \$1.00 | <input type="checkbox"/> Patrolman Tests in All States \$4.00 |
| <input type="checkbox"/> Unemployment Insurance Claims Clerk \$4.00 | <input type="checkbox"/> Personnel Examiner \$5.00 |
| <input type="checkbox"/> Claims Examiner (Unemployment Insurance) \$4.00 | <input type="checkbox"/> Playground Director \$4.00 |
| <input type="checkbox"/> Clerk, GS 1-4 \$3.00 | <input type="checkbox"/> Plumber \$4.00 |
| <input type="checkbox"/> Clerk, NYC \$3.00 | <input type="checkbox"/> Policewoman \$4.00 |
| <input type="checkbox"/> Complete Guide to CS \$1.50 | <input type="checkbox"/> Postal Clerk Carrier \$3.00 |
| <input type="checkbox"/> Correction Officer \$4.00 | <input type="checkbox"/> Postal Clerk in Charge Foreman \$4.00 |
| <input type="checkbox"/> Dietitian \$4.00 | <input type="checkbox"/> Postmaster, 1st, 2nd & 3rd Class \$4.00 |
| <input type="checkbox"/> Electrical Engineer \$4.00 | <input type="checkbox"/> Postmaster, 4th Class \$4.00 |
| <input type="checkbox"/> Electrician \$4.00 | <input type="checkbox"/> Practice for Army Tests \$3.00 |
| <input type="checkbox"/> Elevator Operator \$3.00 | <input type="checkbox"/> Principal Clerk \$4.00 |
| <input type="checkbox"/> Employment Interviewer \$4.00 | <input type="checkbox"/> Prison Guard \$3.00 |
| <input type="checkbox"/> Federal Service Entrance Exams \$3.00 | <input type="checkbox"/> Probation Officer \$4.00 |
| <input type="checkbox"/> Fireman (F.D.) \$4.00 | <input type="checkbox"/> Public Management & Admin. \$4.95 |
| <input type="checkbox"/> Fire Capt. \$4.00 | <input type="checkbox"/> Railroad Clerk \$3.00 |
| <input type="checkbox"/> Fire Lieutenant \$4.00 | <input type="checkbox"/> Railroad Porter \$3.00 |
| <input type="checkbox"/> Fireman Tests in all States \$4.00 | <input type="checkbox"/> Real Estate Broker \$3.50 |
| <input type="checkbox"/> Foreman \$4.00 | <input type="checkbox"/> Refrigeration License \$3.50 |
| <input type="checkbox"/> Foreman-Sanitation \$4.00 | <input type="checkbox"/> Rural Mail Carrier \$3.00 |
| <input type="checkbox"/> Gardener Assistant \$3.00 | <input type="checkbox"/> Safety Officer \$3.00 |
| <input type="checkbox"/> H. S. Diploma Tests \$4.00 | <input type="checkbox"/> School Clerk \$4.00 |
| <input type="checkbox"/> Home Training Physical \$1.00 | <input type="checkbox"/> Police Sergeant \$4.00 |
| <input type="checkbox"/> Hospital Attendant \$3.00 | <input type="checkbox"/> Social Investigator \$4.00 |
| <input type="checkbox"/> Resident Building Superintendent \$4.00 | <input type="checkbox"/> Social Supervisor \$4.00 |
| <input type="checkbox"/> Housing Caretaker \$3.00 | <input type="checkbox"/> Social Worker \$4.00 |
| <input type="checkbox"/> Housing Officer \$4.00 | <input type="checkbox"/> Senior Clerk NYS \$4.00 |
| <input type="checkbox"/> Housing Asst. \$4.00 | <input type="checkbox"/> Sr. Clk., Supervising Clerk NYC \$4.00 |
| <input type="checkbox"/> How to Pass College Entrance Tests \$2.00 | <input type="checkbox"/> State Trooper \$4.00 |
| <input type="checkbox"/> How to Study Post Office Schemes \$2.00 | <input type="checkbox"/> Stationary Engineer & Fireman \$4.00 |
| <input type="checkbox"/> Home Study Course for Civil Service Jobs \$4.95 | <input type="checkbox"/> Steno-Typist (NYS) \$3.00 |
| <input type="checkbox"/> How to Pass West Point and Annapolis Entrance Exams \$3.50 | <input type="checkbox"/> Steno Typist (GS 1-7) \$3.00 |
| <input type="checkbox"/> Insurance Agent & Broker \$4.00 | <input type="checkbox"/> Stenographer, Gr. 3-4 \$4.00 |
| <input type="checkbox"/> Investigator (Criminal and Law Enforcement) \$4.00 | <input type="checkbox"/> Steno-Typist (Practical) \$1.50 |
| <input type="checkbox"/> Investigator Inspector \$4.00 | <input type="checkbox"/> Stock Assistant \$3.00 |
| <input type="checkbox"/> Enforcement \$4.00 | <input type="checkbox"/> Storekeeper GS 1-7 \$4.00 |
| <input type="checkbox"/> Investigator's Handbook \$3.00 | <input type="checkbox"/> Structure Maintainer \$4.00 |
| <input type="checkbox"/> Jr. Accountant \$4.00 | <input type="checkbox"/> Substitute Postal Transportation Clerk \$3.00 |
| <input type="checkbox"/> Jr. Attorney \$4.00 | <input type="checkbox"/> Surface Line Op. \$4.00 |
| <input type="checkbox"/> Jr. Government Asst. \$3.00 | <input type="checkbox"/> Tax Collector \$4.00 |
| <input type="checkbox"/> Janitor Custodian \$3.00 | <input type="checkbox"/> Technical & Professional Asst. (State) \$4.00 |
| <input type="checkbox"/> Laborer - Physical Test Preparation \$1.00 | <input type="checkbox"/> Telephone Operator \$3.00 |
| <input type="checkbox"/> Laborer Written Test \$2.00 | <input type="checkbox"/> Thruway Toll Collector \$4.00 |
| <input type="checkbox"/> Law Enforcement Positions \$4.00 | <input type="checkbox"/> Title Examiner \$4.00 |
| <input type="checkbox"/> Law Court Steno \$4.00 | <input type="checkbox"/> Transit Patrolman \$4.00 |
| <input type="checkbox"/> Lieutenant (P.D.) \$4.00 | <input type="checkbox"/> Treasury Enforcement Agent \$4.00 |
| <input type="checkbox"/> License No. 1—Teaching Common Branches \$4.00 | <input type="checkbox"/> Vec. Spell and Grammar \$1.50 |
| | <input type="checkbox"/> War Service Scholarships \$3.00 |
| | <input type="checkbox"/> Un'formed Court Officer \$4.00 |

Where to Apply For Public Jobs

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

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

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

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

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

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

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

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

FEDERAL — Second U.S. Civil Service Region Office, News Building 220 East 42d Street (at 2d Ave.), New York 17, N. Y., just west of the United Nations building. Take the IRT Lexington Ave. line to Grand Central and walk two blocks east, or take the shuttle from Times Square to Grand Central or the IRT Queens-Flushing train from any point on the line to the Grand Central stop.

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

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

Sr. Electrical Engineer

The New York City Civil Service Commission last week approved a recommendation to broaden an up-coming examination for promotion to senior electrical engineer to include qualified personnel in the Department of Education.

INSURANCE LICENSE COURSE OPENS JAN. 25

The next term in Insurance Brokerage for men and women who want to qualify for state license opens Wed., Jan. 25, at Eastern School, 721 Broadway, N. Y. 3, AL 4-5029.

This evening course is approved by the State Insurance Department as meeting the requirements for admission to the exam.

IBM MACHINES

FREE DEMONSTRATION LESSON Every Saturday 10 a.m. to 4 p.m. Key Punch - Tabulating - Route Writing - Advance Writing - Typing - Short-hand - Electric Typing. Prepare for Civil Service Clerical Examinations.

ASSOCIATED BUSINESS MACHINE SCHOOL
319 Lenox av. (at 128th St.)
ENight 9-6108

CIVIL SERVICE COACHING

City-State-Federal & Prom Exams
Jr & Asst Civil, Mech, Elec, Arch Engr
Civil Engineer U. S. Entr Exams
Foreman-Asphalt P.O. Clk-Carrier
Engr-Tech'n B. S. Diploma
Stationary Engr Clerk-State
Constr. Insp. Surface Line Op
LICENSES—Stationary, Refrig. Electrician, Plumber, Portable, Boiler, MATH—Arith, Algebra, Geom, Trig, Class & Indefinite, Instr. Day-Free-Sat

MONDELL INSTITUTE

230 W 41 St. (7th Ave.) WI 7-7080

EVENING COURSES ASSOCIATE DEGREE and CERTIFICATE PROGRAMS

Chemical - Commercial Art
Construction - Graphic Arts & Advg.
Electrical - Accounting - Hotel
Mechanical - Retailing - Drafting
Medical Lab - Industrial Mktg. & Sales
English - Social Science - Math - Science

SPRING REGISTRATION

February 1-2, 6-8 P.M.
Classes Begin February 6th
Tuition \$9 per Sem. Hour
REQUEST CATALOG CS

NEW YORK CITY COMMUNITY COLLEGE

300 PEARL ST. B'NYN 1 • TR 3-4634
Brooklyn Park Mall

PREPARATORY COURSE FOR N.Y.C.

• SENIOR ACCOUNTANT
• ACCOUNTANT Civil Service EXAMINATIONS

Sobelsohn School

145 W. 46 St., N.Y. 36, CI. 5-5700

SCHOOL DIRECTORY

BUSINESS SCHOOLS

MONROE SCHOOL—IBM COURSES Key Punch, Tab Writing, SPECIAL PREPARATION FOR CIVIL SERVICE IBM TESTS. (Approved for Vets.), switchboard, typing. Day and Eve Classes. East Tremont Ave. Boston Road, Bronx, KI 2-5600.

ADELPHI-EXECUTIVES' IBM—Key Punch, Sorter, Tabs Collator, Reproducer, Operation, Wiring, SECRETARIAL—Medical, Legal, Exec, Elec. Typing, Switchbd, Comptometry, ABC Steno, Dictaphone, STENOGRAPHY (Machine Short-hand). PREPARATION FOR CIVIL SERVICE. Good, Day Eve FREE Placement Svc 1712 Kings Hwy, Bklyn, 1500 Flatbush Av. (nr. Bklyn Coll.) DE 6-7200

REPORTING CLASSES For Stenotype Stenograph, Pitman, GREGG, 2 evenings weekly. Small group. Free brochure. Do MARS LAW SECRETARIES TRAINING CENTER, 400 W. 58th St., CI 6-6236.

LEARN IBM TABULATOR, Writing, IBM Key Punch, Teletype, Tape, City, State, Government Job. KEY PUNCH TELETYPE SCHOOLS, 251 West 42nd St., N. Y. C., LO 3-3239.

SHOPPING FOR LAND OR HOMES
LOOK AT PAGE 11 FOR LISTINGS

GRADED DICTATION

GREGG - PITMAN
Also Beginner and Review Classes in
STENO, TYPING, BOOKKEEPING,
COMPTOMETRY, CLERICAL
DAY AFTER BUSINESS EVENING
DRAKE 154 NASSAU ST.
(opp. N.Y.C. Hall)
BEekman 3-4840
SCHOOLS IN ALL BOROUGHES

Earn Your High School Equivalency Diploma

In six weeks for civil service for personal satisfaction

Class Tues. & Thurs. at 6:30
Beginning Jan. 20
Write or Phone for Information

Eastern School AL 4-5029

721 Broadway, N. Y. 3 (at 8th St.)
Please write me free about the High School Equivalency class.

Name

Address

Boro PZ.....L2

City Exam Coming May 10 for

SR. PAINTING INSPECTOR

\$6,400—\$8,200

INTENSIVE COURSE COMPLETE PREPARATION

Write or Phone for Information

Eastern School AL 4-5029

721 Broadway, N. Y. 3 (at 8th St.)

Please write me free about the SR. Painting Inspector course.

Name

Address

Boro PZ.....L2

City Exam Coming Soon for

ACCOUNTANT INTENSIVE COURSE COMPLETE PREPARATION

Class meets Sat. 9:15-12:15 beginning Jan. 28

Write or Phone for Information

Eastern School AL 4-5029

721 Broadway, N.Y. (near 8 St.)

Please write me free about the ACCOUNTANT course.

Name

Address

Boro PZ.....L5

SR. ACCOUNTANT INTENSIVE COURSE COMPLETE PREPARATION

Class meets Mondays 6:30-9:30
Eastern School
721 Broadway, N. Y.

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

FREE!

You Will Receive an Invaluable New Arco "Outline Chart of New York City Government." With Every N.Y.C. Arco Book—

ORDER DIRECT—MAIL COUPON

45c for 24 hour special delivery
C.O.D.'s 30c extra

LEADER BOOK STORE
97 Duane St., New York 7, N. Y.

Please send me _____ copies of books checked above.
I enclose check or money order for \$_____

Name

Address

City State

Be sure to include 3% Sales Tax

Kaplan Describes Aims Of His 20-Point Plan

(Continued from Page 1)

in the state's service, not in the exclusive service of one department or agency, Mr. Kaplan indicated that the development of such a corps would be a great boon to the career service itself. Employees, thus, could be loaned by one agency to another, or could be permanently assigned on an exchange basis.

4. Broader opportunities for promotion in the career service:

This goal envisions "horizontal" as well as vertical promotions. It is Mr. Kaplan's feeling that too much stress is placed on the requirement of precise qualifications for eligibility for promotion, with emphasis being put on the immediacy with which an employee will be able to handle the job. He asked consideration for a long-range view by which promotion could be arranged on a broader basis and for employees capable of performing a wider variety of jobs.

5. Flexibility in interdepartmental transfers, and transferability between federal, state and local jurisdictions:

On this point, Mr. Kaplan said there is a need for the kind of policy that permits a positive transfer program. Transfers should be encouraged for the good of government service, and for the greater utilization of employee talents. He said he opposed a program that was based generally on the blind "hunting" for transfers by the employee himself. He would set up a roster of transferable employees, which he points out should not wait on just an emergency.

6. Delegation of more responsibility to operating departments for recruiting candidates for examinations:

The operating agency itself should know better than anyone else what qualifications are needed to fill its positions at a responsible level, Mr. Kaplan said. He wants active participation of the departments with the Civil Service Department in recruiting help and in the examination of candidates for their agency's specialized technical and professional positions.

7. Provision of a reasonable plan for permitting operating agencies to participate in the processing of promotion examinations and the evaluation of their effectiveness:

Mr. Kaplan questioned the validity of Department of Civil Service promotion examinations, expressing the opinion that agency representatives should be included on examination committees. He stated that the job of conducting examinations for top-level promotions in a department should be delegated to the agency itself with such safeguards as could be practical and subject to post-auditing.

8. Improvement in techniques of examining for potential capacity with emphasis on validation of tests:

Before this point could be put into practice, Mr. Kaplan said a serious study, possibly financed by a foundation, should be undertaken to determine the possibilities of examining for potential capacity and to validate this kind of examination. He described the study as one of the "enormously challenging tasks" ahead.

9. More realistic determination of titles and responsibilities in position classification:

Needed is a completely different approach to the problems of job classification, according to the commission president. He maintains that it is not enough to assume that positions are identical, or even precisely similar in functional responsibility, merely because they may have been given the identical title.

Frequently, he points out, in higher echelons the responsibilities and assignments vary widely depending on the size and nature of the agency's operations.

10. More courageous attitude toward salary allocations:

Only by placing stress on this goal, Mr. Kaplan said, could the state attract and retain capable talent in its career service through a policy of paying salaries commensurate with increasing responsibilities at upper levels of government. (A special outside study, authorized by Governor Rockefeller, now is being made to compare salaries of positions in state and outside service.)

11. Modernized plan for graduated annual salary increments and longevity increments:

The plan Mr. Kaplan has in mind would call for an accelerated salary increment progression which would differ radically from the present practice of giving the same constant level increment to the beginning worker as to the one who has had five years of training and experience on the job.

He wants a plan by which the first increment might be only \$175 while the fifth one would be worth \$500. To illustrate his view, he points out that a "rookie" policeman would not have had the experience to be of as great value as the seasoned man on the force.

Regarding longevity increments, he favors a substantial increase in salary, at least the highest increment, after an employee has been at the top of his grade for five years.

12. Special recognition of outstanding service through extra salary increments:

The kind of outstanding service, as a rule of thumb, to be rewarded under this point would be: The employee to whom the most exacting tasks are given; the employee who gets a job done and doesn't watch the clock; the employee the boss can turn to for help in meeting deadlines.

The employees could be a stenographer or in another job title, but would be one who might be at the top of the grade and not eligible for a longevity increment.

He feels there must be some incentive for extraordinary service to the State.

13. Improved management-employee relations:

Mr. Kaplan indicated dissatisfaction with the State's present grievance machinery as inadequate in meeting the heads of either management or the employee. He praised a code published by an American Bar Association committee, as embodying many precepts which might be used in a revised state program.

(Governor Rockefeller, in his annual message earlier this month, told the Legislature he was reviewing the State's grievance machinery and would have recommendations in this field.)

14. A modernized retirement system:

He wants the State Retirement

System up-dated, calling use of a varying rate of contribution based on an employee's age at date of entry into service archaic.

Pointing out that the amount of an employee's retirement allowance depends now in part on the amount of money he has saved, Mr. Kaplan called for a guaranteed retirement at half-pay with all employees contributing the same amount regardless of entry.

He prefers continuation of a joint system, rather than adoption of one in which the state or employer would pay the entire cost. With a completely-state paid system, he says, there might be the risk that taxpayer demands would seek a reduction in pensions in order to reduce costs.

Mr. Kaplan also proposed that all employees should be allowed to retire at age 55, after years of service, if they chose to accept a somewhat reduced allowance.

15. Eventual extension of disability benefits in lieu of sick leave:

This goal would provide state employees with the same kind of benefits available to employees of private businesses. It is only equitable, Mr. Kaplan said.

16. Group life insurance plan with employees and the State to share the cost:

Noting the availability of life insurance to members of employee organizations, and at a modest cost for those younger employees, Mr. Kaplan said a state-employee program should be developed.

He cited the group life insurance program of the Federal Government, noting its moderate cost to the employees. He also pointed out that 90 percent of private employers give this kind of coverage. He prefers a joint contribution plan in view of the state's responsibility to the taxpayers. As of now, 15 states provide this kind of coverage.

17. Comprehensive reorganization of personnel administration in local government (other than New York City and other large cities and counties):

This goal, Mr. Kaplan said, was important because it afforded an area in which some vital changes in philosophy of local personnel operations need to be considered for practical results.

18. Combining resources of Federal, state and municipal personnel agencies for mutual recruiting and to minimize costly competition:

Not only does he advocate combined recruitment efforts, Mr. Kaplan said, but he looks forward to the time when it will be possible for a person to take just one examination, for more or less identical positions in all the three government jurisdictions. He envisions certification for appointment from one eligible list to a position in any one of the three areas. He sees the program as reducing recruitment costs and in aiding the potential appointee.

19. Periodic review of salary structure to maintain proper relationship to pay scales in private industry:

To keep the State on a reasonable bargaining level with other government jurisdictions and private industry, he called for a periodic review of the state's salary structure on entrance-level jobs of special importance, he noted, was the middle management posi-

Utica State Hospital Hosts To Central Conference Meet

(Continued from Page 3)

as General Chairman. Under her direction, a most interesting program has been arranged. At the President's morning meeting, Phillip Kerker of the CSEA Albany staff will act as speaker and discuss the topic "Chapter Public Relations and Publicity". For the joint County and State meeting at 3:00 P. M., the speaker will be Francis Casey, Director of Field Operations of the CSEA, who will conduct a seminar on retirement. For the dinner meeting, the committee has obtained William Calli, Assemblyman from Oneida County District 2, who will address the banquet meeting on the topic "The Legislative Program".

The dinner session will be followed by dancing from 9:30 P. M. to 1:00 A. M. with music by the Versa Tone Sextet. Dinner reservations should be made by February 1, 1961 with Arthur Tennis, 460 Trenton Avenue, Utica 4, New York or John Springsteen, 1213 Court Street, Utica 2, New York. Tickets are \$4.00 per person, which

WESTCHESTER

(Continued from Page 3)

chester, were included in the Plan was also mentioned.

CSEA Hits Delay

The Association request for early adoption of the 5 per cent reduction of the employees' retirement contribution has been discussed at meetings with members of the Westchester County administration that any employee benefits to be granted should be based on the results of the new "community trend line" salary study now being conducted.

The Executive Committee does not agree with delaying the adoption of the Plan. It should also show that adjustments of the County's salary scales are necessary, in order to be comparable with other governmental agencies and with private industry.

The system of allocating a lump sum appropriation for employee benefits should produce an up-to-date salary schedule. This is a great improvement over the former system, whereby the salary scale was an average of one year behind private industry. The improved method of determining salary scales should compensate for the delay in adoption of the 5% Plan. It now appears that 5 per cent annuity reduction will be adopted sometime prior to April 1st, 1961.

tion salaries, as well, as higher-level jobs.

20. Executive development program and expanded training programs:

Stating that the time is long past when we can afford not to develop our own employees, the commissioner said it was not enough to have in-service, on-the-job, intern and trainee programs. He contended that there is more latent talent in state service than is recognized.

He insisted that it was the responsibility of operating agencies to undertake the task with the help of the Civil Service Department. While he said no employee should be forced into an executive development program, he said anyone who voluntarily chooses to participate should be given assistance.

includes attendance at the social hour in the Venetian Room at 6:30 P. M.

Other committee members working under the direction of General Chairman Joyce E. Jewell are Entertainment, Mrs. Anna Preston; Publicity, Levrette Lancaster and Alfred Drautz, Co-Chairmen; decorations, Miss Beatrice Butler; program, Joyce Jewell; reception, Helen Blust and door prizes, Mrs. Florence Wells.

For the early arrivals reaching Utica on Friday, February 3rd, the Host Chapter has planned an informal get together with the participation of the members of the various committees and others from the Utica State Hospital Chapter.

They Make It Go

Officers of the Central New York Conference are Mrs. Florence A. Drew, president (Binghamton State Hospital); Edward Lämner, first vice president (Willard State Hospital); Tom Ranger, second vice president (Upstate Medical Center—Syracuse); Gertrude H. White, secretary (Marcy State Hospital) and Irma German, treasurer (Rome State School).

Officers of the County Workshop are President S. Samuel Borelly, Utica, New York (Oneida County); Vice President Kenneth Hulbert, Johnstown, New York (Fulton County); Secretary-Treasurer Mary Manning, Ogdensburg, New York (St. Lawrence County) and Publicity Chairman Marion Murray, Canton, New York (St. Lawrence County).

Committee Chairmen from the Central New York Conference who will participate in the sessions are: Social, Marion Wakin (Oneonta); Membership, Emmett Durr (Raybrook); Budget, Margaret Whitmore (Syracuse State School); Legislative, Robert Wilber (Rome State School); Resolutions, Morris Sokolinsky (Binghamton Chapter); Planning, Peter Volmes (Syracuse Chapter).

The Co-ordinating Committee for the State Conference and the County Workshop consists of Raymond G. Castle and Arthur Darrow, Co-Chairman; S. Samuel Borelly (Workshop) and Tom Ranger (Conference).

Southern Conference

(Continued from Page 1)

rence Drew, president, Central Conference, Sol Bendet; president Metropolitan Conference; Thomas Luposello and Gerald Rogers, field representatives covering the Southern Conference area.

William O'Brien, Daniel O'Brien and Hugh McDowell, representatives of Blue Cross, Blue Shield, Paul Kyer, editor, Civil Service Leader and Harold Herzstein and Harry Albright, CSEA Attorneys.

A letter was sent to all Chapter Presidents in the area requesting them to attend and bring along as many chapter members as they can, as this is the "KICK OFF MEETING" in obtaining equalization of salaries and salary increases. If State employees want and need these benefits this year they should bring their thoughts on the matter to the attention of the Conference officers and delegates present at this meeting so they can pass them on to Governor Rockefeller, the Legislature, and the Civil Service Employees Association.

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