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# Civil Service LEADER

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**A NEW  
POST OFFICE  
EXAM?**  
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## **SPECIAL STUDY MATERIAL**

# **U. S. EXAM FOR TYPIST-STENO**

### **Apply This Week**

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### **Simple Requirements for**

# **NEW HOSPITAL ATTENDANT TEST**

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CIVIL SERVICE

# Mayor's Sanitation Proposal Creates Difficulties

## Who Gets the Jobs? What Are the Titles? How About Raises? How Do Promotions Come?

Mayor LaGuardia's proposal to create a new title of Junior Sanitation Man will, in effect, mean that in the future the entrance salaries in the Department of Sanitation will be \$1,200 and \$1,500 instead of \$1,860.

This seemed clear this week as the Municipal Civil Service Commission began wrestling with a number of problems caused by the Mayor's abolition of the sanitation man, class A title and creation of the new junior sanitation man position.

The Mayor, in his annual budget

message, directed the Commission to draft appropriate resolutions putting the changes into effect by July 1. And a classification committee is now attempting to work out a proper grouping of titles to accomplish the goal set by the Mayor.

### Present Titles

At present the titles in the Department are: sanitation man, class A; sanitation man, class B, and sanitation man, class C. The Mayor abolished class A and combined it with B, and gave all present class B men a \$60 a year raise to \$1,920. The Commission will probably

adopt a new classification which provides for junior sanitation man (with salaries of \$1,200 and \$1,500); and Sanitation man, class A (\$1,920 a year); and Sanitation man, Class B (\$2,040 a year).

### Promotion by Seniority

Thus, the entrance salary would be that of junior sanitation man—either \$1,200 for clerical work in the various districts or \$1,500 for work in garages and as chauffeurs. Promotions from \$1,200 to \$1,500 and from \$1,500 to \$1,920 would be made according to seniority without written examination.

Appointments, of course, could be made from the eligible list directly to the higher title and the \$1,920 a year salary, but this is unlikely. There also remains the question of whether or not the \$1,200 and \$1,500 men will receive increments under the McCarthy law. According to informed opinion they will be eligible for \$120 a year raises until they reach \$1,800.

### Which List?

Another phase of the problem of the sanitation eligibles which the Commission is attempting to solve is the matter of the two lists which were set up several months ago. The first list, composed of the first 750 men, was made the No. 1 list and was

to be certified for jobs that paid over \$1,500, including the regular \$1,860 sanitation man position. It was also to be used for appropriate positions. The second list containing all the rest of the names was to be used for jobs paying \$1,500 and less for which it was declared appropriate. Last week the Commission moved to rescind its earlier action and recombine the two into one list and certify straight down the line for all jobs.

Many eligibles on the first list feel they should have a chance at jobs that pay less than \$1,500, which have been going to men on the second group. The Commission reserved action on this proposal but will decide soon what to do.

## Sanitation Issue Goes to Court

### Benevolent Group Sues Department for Recognition

Beset on all sides by crucial problems, the Sanitation Department last week was smacked by a suit from the Sanitation Benevolent Association. The substance of the SBA action is that the Department, abetting the Four Horsemen, has prevented the men from joining this organization. The petition asks "recognition of the Sanitation Benevolent Association, and . . . the same rights and privileges as are enjoyed by the various other organizations in the Department of Sanitation."

The action is directed against Commissioner William F. Carey, who is now in South America.

Among the points made in the petition, filed last week in the Supreme Court, New York County, are these:

"Upon information and belief, they

Grego and Michael Morro, who head four organizations combined as the Joint Council of Drivers and Sweepers) are commonly known and referred to throughout the Department of Sanitation as the 'Four Horsemen' and the 'Musketeers,' an alleged corruption of the phrase 'Must get theirs.'

"This Joint Council is upon information and belief patronized by the officers of the Sanitation Department of the City of New York, and exercises a malevolent and insidious influence in the said department whereby it has been enabled to coerce and force drivers and sweepers . . . to pay dues . . . against the will of said drivers and sweepers, by playing upon fear . . . and impugning them with threats that unless they affiliate with the organizations comprising the so-called Joint Council, reprisals in the form of transfers, preferment of charges, fines, suspensions, and dismissal will be imposed upon them.

"Upon information and belief, no proper books and records are kept by these organizations; no proper accounting is made of the dues and other moneys received and disbursed by them; and the funds of said organizations have been wasted and diverted from the purposes intended by their members and used for improper purposes to the detriment of such members."

The petition avers that the organizations comprising the Joint Council operate with the knowledge and tacit approval of "some of the officers of the Sanitation Department, as a political bloc, trafficking in patronage and favor, and flourishing because of their alleged ability to hold the drivers and sweepers of the Department in state of apprehension. . . ."

The petition continues to make out a case for the necessity of a single city-wide organization rather than four, and accuses the Sanitation Commissioner of "unlawfully, arbitrarily, and capriciously" withholding recognition.

Attached to the petition is an affidavit by Philip Kirschner, attorney for the SBA, placing specific charges against the Four Horsemen which, Mr. Kirschner says, he investigated himself and knows to be true.

It is possible that other groups may enter briefs in this case, on the ground that employees should not be denied the right to join organizations of their own choosing. Among the groups considering such briefs are the American Civil Liberties Union and the Civil Service Reform Association.

## Disputed Sanitation Test Will be Held

Despite the fact that the Mayor's budget eliminates the title of Sanitation Man, class A, and places present employees in that title automatically into class B, the Municipal Civil Service Commission intends to go ahead with its scheduled promotion test for class B.

Only about 200 candidates filed for the promotion test and while there is no need for class A men to take the exam, scowmen and laborers with three years of experience in the service were also admitted.

The class B test does not involve a written exam. Record and seniority count 50 percent; and practical tests will be given a 50 percent rating. The date for the first practical tests has been set for July 26.

The Commission has not decided whether or not to return fees to the class A men who originally filed for the exam but who now have no reason to take it.

### Van Name to Speak On City Retirements

Ralph L. Van Name, Secretary of the New York City Employees' Retirement System, will speak on "What the Pension System Means to Employees of the Former BMT and IRT Transit Systems," Tuesday, April 29, from 5:45 to 6 p.m. over WNYC, on a program sponsored by the Municipal Civil Service Commission.

Mr. Van Name will review the Retirement, Disability and Death Benefits and other features of the City pension system as it affects the subway workers under unification.

## Salary Adjustments

### Employees Get Raises Under Old Rule

Under the provisions of a 13-year-old resolution, 157 city employees have received adjustments up to \$3,120 a year, which in some cases involved raises of as much as \$400. This was revealed this week when the New York City Civil Service Commission announced that of 206 who applied for the salary adjustments, 157 were qualified, 48 were found not qualified, and one employee declined the promotion. Of the total qualified, the largest number—107—were in the Board of Transportation, 39 were in the Department of Public Works, two in the Board of Water Supply, five in the Manhattan Borough President's Office, three in the Department of Docks, and one in the Board of Estimate.

The resolution under which the adjustments were made was adopted by the city administration in January, 1929. It provided that any employee in the permanent service in the Board of Transportation with a grade 3 title, receiving \$2,160 or more, and who was employed as

transitman, assistant engineer, draftsman, engineering inspector, and plan examiner, or the equivalent, and who retained a preferred list status, was eligible to take a non-competitive exam for a higher salary.

### 206 Applications

When it was decided that the salary adjustments were due, applications were sent to departments in which there were employees formerly with the Board of Transportation and who were qualified for promotion without a competitive exam. A total of 206 applications were issued. For candidates whose status was in doubt, a special committee was formed to conduct an oral test. This consisted of representatives of the Civil Service Commission, the Board of Transportation, and the Budget Director's Office.

The report of the committee, submitted this week, declared: "Since this committee has found the major portion of the applicants qualified for promotion to the salary of \$3,120, it is recommended that each of the nine city departments concerned be given the result of the determination of the qualifications of its applicants, so that it will be in a position to take any appropriate action it desires."

## Fireman Test Postponed

The competitive exam for fireman won't be announced during May. The decision to postpone the test another month was made by the Mayor but his reasons were not disclosed.

The chances are better than even that the application period will open the first week in June.

Meantime, the Municipal Civil Service Commission has approved the events to be given in the physical exam. The actual description of the events will not be made public for another four or five weeks, but The LEADER has learned that the test in almost all regards will be the one

submitted several months ago by Professor Francis Patrick Wall of NYU who designed former exams for police and sanitation candidates. A full description of Professor Wall's suggested exam was published in previous issues of The LEADER.

The only part of the physical events which has not yet been definitely settled is the coordination test. The Commission has not finally decided whether to include this or omit it; also the question of whether it will be competitively rated or simply considered qualifying still must be determined.

Additional information for fireman candidates will appear regularly in The LEADER.

## Course for Enginemen

### Learn to Operate Street Cars

The first 500 men on the recently published auto engineman list are being canvassed by the Municipal Civil Service Commission to find out how many will take a free training course in the operation of street cars. According to the Commission, "those eligibles who successfully complete this training course will be certified selectively to vacancies in the title of street car operator in the BMT Division of the New York City Transit System."

There are more than five times as many street car operator vacancies as there are auto engineman positions. The latest report shows 275 street car operator vacancies and only 50 as auto engineman. The former position pays \$0.5208 an hour (or \$25 a week for a 48-hour week). Regular pay increases every six months bring the salary up to \$0.77 an hour at the end of five years.

### Recently Turned Down

The Civil Service Commission recently certified the auto engineman list for street car jobs, but the Board

of Transportation returned it, saying it was inappropriate. They took this stand because the eligibles had been tested on the operation of gasoline-driven, rather than electric-driven, vehicles.

A compromise was worked out after the Commission suggested the training course.

The course starts May 5 and is conducted by the Commission's bureau of training, with BMT instructors giving the actual lessons. Eligibles have the choice of attending from May 5 to 9 or from May 12 to 16. On the form sent out by the Commission the men are asked to indicate their choice for the time to take the course—either 8 a.m. to noon; 1 p.m. to 5 p.m. or 7 p.m. to 11 p.m. A total of about 20 hours of instruction will be given to the men.

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# City-Wide Promotions Invalid Court Decision Is of Vast Importance

By BURNETT MURPHEY

City-wide promotion lists were held invalid in an opinion handed down by the Court of Appeals last weekend in the case of Corneh vs. Kern. Promotions in Civil Service must be confined to departments and may not be made on a city-wide basis according to the implications of the Court's decision, which it made without opinion.

The Supreme Court had previously held that city-wide promotion lists could be established and declared that the Municipal Civil Service Commission, in using departmental promotion lists first, and thereafter, city-wide promotion lists if no departmental list exists, complied with the law.

The Appellate Division reversed this decision and held that there was no authorization in the Civil Service Law or the rules of the Commission for the use of city-wide promotion lists. The Commission was enjoined from making appointments from such lists.

The Appellate Division has now been upheld by the Court of Appeals in a three to four decision.

**Two Types of Lists**

For many years the Commission

followed the practice of establishing two kinds of promotion lists: first, a departmental list containing names of eligibles within a department; secondly, a city-wide promotion list on which all eligibles were placed in accordance with their rating on the test, regardless of the department in which they served. When a vacancy occurred the departmental list was used first. But if no departmental promotion list was in existence, then the Commission certified the top eligible on the city-wide list.

By this process the Commission, according to critics of the plan, prevented use of competitive lists for appointments where no departmental promotion lists were available.

The right of the Commission to establish city-wide promotion lists was first raised in the case of Abrams vs. Kern, involving the employment of clerks and stenographers in the Department of Welfare. Many observers believed that, as a result of this case, the validity of city-wide promotions had been upheld. The Commission so assumed and continued with the establishment of scores of such lists and continued to make appointments from them.

Hundreds of appointments have been made from city-wide lists. While some doubt is now cast over these appointments, the decision of the Appellate Division apparently does not upset them. But there still remains a chance that all city-wide promotions may be voided.

The firm of Gabriel Kaplan and Sidney Fine, 1440 Broadway, represented Cornell in his action against the Commission. The Corporation Counsel argued the case for the city.

Paul J. Kern, president of the Commission was greatly disappointed by last week's decision and declared that he would move immediately for a reargument before the Court of Appeals.



THE MEN WHO FEED THE ANIMALS

in New York's zoos are Civil Service, too. They're selected through regular tests, and are employed by the Department of Parks. Above you see one of the zoo employees explaining the antics of monkeys, and another feeding the seals. New Yorkers like their efficiently-run zoos.

## Listing of Girl Playground Directors

A new eligible list for playground director (female), will be published by the Municipal Civil Service Commission within two weeks. The list, which has been in preparation for many months, will contain the names of several hundred successful candidates out of an original field of 2,897.

Practical tests for playground director were finished in January and since that time the Commission has been computing the final ratings.

Failure notices will probably be sent out this week.

Playground directors are appointed usually at an entrance salary of \$1,260. There is no minimum salary set for the position in the Civil Service classification, hence appointments may be made at different rates.

Appointment prospects aren't too bright at the moment for eligibles on the list. There are no immediate vacancies but during the summer it is expected that there will be at least 200.

The playground director list will be published in full in The LEADER as soon as it is officially released by the Commission.

## Information Test Won't Be Complete Loss

The examination for Assistant Information Director (New York-City Information Center) will be completed by the Municipal Civil Service Commission, despite the fact that the Center has been abolished in the Mayor's new budget.

The Commission decided to complete the test, even though the job which it was designed to fill has been eliminated, in the hope that appropriate positions can be found in other departments. A total of 589 persons filed for the test and 378 took the written exam on January 11.

Just what jobs can be discovered which could be considered appropriate remains in doubt. One official last week suggested that there might be a need for an information assistant at LaGuardia Field.

## Laundry Worker List Next Week

The eligible list for laundry worker, for which applications were recently issued, was not quite ready when The LEADER went to press; therefore, the names of all eligibles on the list will not be published until next week.

Following publication of the list, candidates will be given physical, medical and literacy tests and upon their completion the list will be used to fill existing vacancies.

## Subway Pay Scales Studied

### TWU Cites Detroit Case as Board Seeks Wage Changes

A study of salary scales of employees in the IRT, BMT, and IND Divisions of the Board of Transportation is now underway in an attempt to bring them into line so that men working in the same titles with receive the same pay. Ranges vary widely in some jobs; for example, the range for railroad clerk is from \$0.49 to \$0.72 an hour among the various lines.

All adjustments in wages are expected to be upward and officials of the Board have said that no reductions are contemplated.

The actual adjustments probably will be made before July 1, the date when the crisis in relations between the Board and Transport Workers Union members is expected.

Austin Hogan, president of the Union's New York local, last week told employees that the Board would probably hand out a few more "crumbs" in the form of raises in the next few weeks.

Late last week the TWU presented its alternative plan calling for salary increases to all persons working on the subways. Michael J. Quill, in a letter to Chairman John H. Delaney,

of the Board of Transportation, cited another case of collective bargaining between a union and a governmental agency. Wrote Mr. Quill:

"Let me invite your attention to the fact that the Detroit Board of Street Railway Commissioners, which is a governmental agency operating transit lines for the city of Detroit, entered into a collective bargaining labor agreement with a labor union the other day in respect to the rates of pay and working conditions of its transit employees, who, like those in New York City, are employed under the Civil Service system."

## Telephone Operators Win Case

### Court Holds Police Department Jobs Must Go to Them

The climax in a long battle on the part of the telephone operator (male) eligibles to have their list used for positions in the police department came this week, when the Court of Appeals upheld them. The Court affirmed the decision of the Appellate Division, which directed that the list be used instead of the regular patrolman register. The eligibles previously lost the first round of their fight in the Supreme Court before Justice McLaughlin.

The announcement of the exam for male telephone operators de-

clared that the resulting list would be used for switchboard jobs in the Police Department. However, after the list was made public Commissioner Valentine decided that he would rather appoint men from the regular patrolman list, give them a training period until they were appointed as cops, and ignore the other list.

#### Went to Court

The telephone operators went to court, represented by Samuel A. Spiegel. He contended that if Valentine's action were given legal sanction, the merit system would be in peril and all eligible lists would be jeopardized.

There are 302 positions in the department for telephone operators; 87 are held provisionally by appointees from the regular patrolman list, the rest by patrolmen, and, in many cases, sergeants.

The way now seems clear, unless there are additional moves by the administration, to certify the telephone operator list and make appointments. The trend for many months has been to replace regular patrolmen on the switchboards with civilians so that the patrolmen would be free for outside duty. Mayor LaGuardia's new budget contains provisions for a full staff of operators working under the title "telephone operator (police)."

## Never Say Die!

For the third time last week the request of John J. Walsh, president of the Auto Engineman Council of the Department of Sanitation, that Auto Enginemen be admitted to the promotion test for assistant foreman was denied by the Municipal Civil Service Commission. On two previous occasions after study by the staff of the Commission similar requests have been turned down.

At the same time the Commission denied requests that laborers and clerks be allowed to take the test.

In behalf of the Laborers, John B. Morton, Acting Commissioner of Sanitation, declared: "Your commission is requested to include this group (laborer, Department of Sanitation), as heretofore this class of laborer was permitted to compete and as their length of service and duties performed give them the necessary experience the Department is desirous of giving these employees ample opportunity to advance."

#### Study Report

After studying Morton's sugges-

tion, an examiner of the Commission reported that, to the best of his knowledge, laborers had not previously been admitted to the assistant foreman test. Only those employees in the titles of scowman, dump laborer, sweeper, driver and auto truck driver were eligible.

Clerks were excluded from the test after an official observed that "promotion from clerk to sanitation man is not in the ordinary line and was allowed as a privilege rather than a right, there seems no logical reason for crediting time served as clerk toward eligibility for assistant foreman."

## Tennis Tournament

The Mayor's Athletic Committee is once again sponsoring a singles tennis tournament open to all in the city service. Trophies will be awarded to first and second place winners.

Those who wish to enter the tournament should communicate with Harry I. Bronstein, Bureau of the Budget, 1200 Municipal Building. Entries may be turned in until May 15. Participants will be required to hold a Parks Department permit for use on city tennis courts.

In addition to the tennis tournament, discussions are going on for a possible paddle tennis tournament for singles, doubles, and mixed doubles play.

## Budget Goes To Council

The Mayor's proposed tax levy budget will be submitted to the City Council officially today, Tuesday, April 29. It is intact, except for a minor cut of \$529 and the total figure ok'd by the Board of Estimate last Friday night is \$573,740,594.13.

The scores of voices raised at the Board's recent public hearing demanding alterations fell on unheeding ears, apparently, for the Board refused to change the budget in any important respect.

It is expected that the City Council will hold a public hearing on the budget this Friday. Additional hearings may also be held next week.

Councilman Joseph Kinsley, chairman of the finance committee, said this week that questionnaires would be sent out to department heads asking for an analysis of the budget. The department heads may be asked to appear at the public hearing and give their opinions of the budget in person.

The Council cannot increase the budget, nor can it switch appropriation from one service to another. Its power is limited to cutting out items or decreasing them. However, if items are struck out, the Mayor can veto the Council's action and the Council in turn has to get a three-fourths vote to override the Mayor. Such a majority is unlikely with the present membership of the body.

Therefore, it seems fairly certain that the budget proposed by the Mayor on April 1 will be the one finally adopted and the one which will go into effect officially on July 1.

## Oral Exams for College Clerks

The oral exams for college clerk candidates will begin on May 2 and are to continue until all eligibles have been called. It is expected that this will take until the end of the year, since only about 15 persons a day will be examined.

There are about 50 provisionals holding jobs as college clerk and they will be replaced as soon as all parts of the exam are finished. This, however, is not expected to be before the summer classes begin. Practical tests in stenography follow the oral exam and candidates can elect either to take these or not.

## City Promotion Exams Ordered

Four new promotion exams were ordered this week by the Municipal Civil Service Commission. They are: Foreman of Pavers, foreman auto machinist, foreman auto machinist (Parks Department), and Borough Superintendent, department of Housings and Buildings.

At the same time the Commission decided to reannouce the exam for Director of Medical Social Service, Grade 6, early next month.

#### Locksmiths Will Repair Doors

The eligible list for Locksmith was declared appropriate for door check repairer on the basis of selective certification this week by the MCSC.

In doubt? Ask The LEADER'S Free Information Bureau.

# ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

## FDR Brings 125,000 Under Civil Service; Many Openings Soon to be Available Those Included, Those Excluded in Ramspeck Act

During the next few months the Civil Service Commission will have to announce many new examinations in order to supply personnel for the estimated 125,000 additional Federal jobs brought under Civil Service by the sweeping presidential

order on April 23 that finally will put the Ramspeck Act into effect. Tests probably will have to be announced soon for attorneys, administrators, many types of scientists, and other professional and technical jobs either heretofore exempt from merit or else partially exempted.

(Editor's note: Please don't write the Civil Service Commission to ask about the anticipated tests. The Commission isn't prepared to make announcements now and its policy is no comment on future tests. The LEADER will keep you informed.)

### Spoils System Wiped Out

The President's order, a great step that will virtually wipe out the spoils system, will become partially effective on July 1, when all the jobs are brought under merit. However, non-competitive physical and mental tests required under the act won't start until after January 1.

Meantime, the Commission will meet with heads of all agencies to agree on new exemptions, such as policy-making positions. Also, the Commission will announce new tests and build up registers so that it'll be in a position to supply eligibles for the thousands of new jobs under its jurisdiction.

Jobs vacated between July 1 and January 1, however, must be filled from Civil Service registers or else the Commission must agree to waive its rules.

Commission records show that there are 297,000 jobs outside the merit system. More than 821,000 employees are covered under Civil Service. Roughly, 100,000 can't be touched by the presidential order. They were either in Schedules A and B, exemptions approved by the Civil Service, or else they were exempted by Congress.

### Who's Excluded?

The breakdown is as follows: Schedules A and B, 40,000, ranging from part-time laborers to confidential secretaries. Congressional exemptions: 22,000 WPA administrative employees; TVA, 19,000 employees, assistant U. S. District attorneys, and all persons appointed by the President and subject to Senate confirmation and temporary employees.

Probable exemptions: G-men and other FBI employees except fingerprint classifiers who already are under merit. Federal Reserve System employees and employees in the Federal Land Banks. Employees of the Library of Congress, all Capitol Hill employees and all employees of Federal courts.

Merit experts pointed out that the order specified employees in the "executive branch." Library of Congress and other Capitol Hill employees are in the legislative branch and court employees are in the judicial branch. It's quite likely, however, that other orders will be issued bringing in legislative and judicial employees.

### Laborers Affected

Most people don't seem to realize it, but the largest single group affected will be common laborers. It's estimated that at least 100,000 of the non-Civil Service workers are unskilled laborers. Many of these laborers are expected to be brought under, depending on the agency and the regularity of their work.

Every other Federal agency will be affected in some way by the order. Lawyers, scientists, administrators and the like in most agencies haven't been subjected to Civil Service. But they will after July 1. Some agencies, of course, will be affected more than others and those agencies that have been wholly outside merit are as follows:

Reconstruction Finance Corporation, Public Works Administration, Civilian Conservation Corps, Agricultural Adjustment Administration, Petroleum Conservation Administration, Federal Housing Administration, Farm Security Administration,

National Youth Administration, and Home Owners Loan Corporation.

All employees paid from emergency relief funds in agencies except WPA also will be brought under. This will affect some 35,000 employees at General Accounting Office, Procurement Division, Interior and Agriculture departments, and the Accounts & Deposits and Disbursements division in the Treasury department among others.

### Attorneys Get Special Plan

The President ordered that Plan A, or the Frankfurter plan, be used in the selection, recruiting, promotion and transfer of attorneys. And it's believed in Washington that this plan is going to run into trouble on Capitol Hill. Money will be needed to carry it out and many members of Congress, including Chairman Robert Ramspeck of the House Civil Service Committee and author of the act, don't like Plan A.

Briefly, Plan A calls for appointment of a 9-man committee to select lawyers from an ungraded register which means any eligible person can be selected. Five general counsels in the Government, two private lawyers and two law professors would be appointed by the President to make up the board of law examiners. The solicitor general and the chief legal examiner of the Civil Service Commission would be ex officio members. No members would be paid, but the secretary and clerical would be put on a payroll. Regional sub-committees would be set up in states or regions to select attorneys.

Annual exams for lawyers would be given. Registers would expire each year. If a person is on a register for three years he will be ineligible for further competition. Veterans preference, the President said, would be in effect for lawyers, but no one knows just how. Lawyers would be selected under the state quota system. Federal lawyers affected can hold their jobs by passing non-competitive tests.

Federal employees called whose military service and whose jobs are affected will be given an opportunity to win merit when they return. Employees on furlough or leave without pay when the order becomes effective won't be given a chance to get Civil Service, but they can get their jobs back if they return within a year of their furlough or leave-without-pay date. Otherwise, they must be separated.

The President provided for employees who will be separated from their jobs after the order becomes effective and before they get status: provided; they get transferred within a year after separation, have six months satisfactory immediately preceding separations, that they are recommended by department heads where they served, and they qualify through noncompetitive tests.

It's expected that several thousand employees will fail non-competitive tests which will mean they'll have to leave their jobs within six months. However, the order specified that physical tests be "reasonable," which means that rigid exams are out and that few persons will be flunked out.

### No Business

Harlan W. Crandall, a clerk in the Washington office of the U. S. Civil Service Commission, thought he might have a future in the direct-mail advertising business. He brought some government personnel records over to the office of the Standard Business Service, a direct-mail firm in Washington. Alert reporters on the Washington "Times-Herald" discovered the missing records and returned them to the Civil Service Commission. Last week a federal Grand Jury indicted Crandall and Lawrence W. Haynes, president of the direct-mail firm. Crandall's future in the direct mail business doesn't look so good.

## These Agencies Can Hire Without Civil Service

Here's a listing of Washington departments and agencies that can continue to hire personnel without Civil Service—until July 1—together with their Washington headquarters:

- Reconstruction Finance Commission, Room 301, Lafayette Building.
- Public Works Administration, Room 6020, North Interior Building.
- Civilian Conservation Corps, Room 7450, new Postoffice Building.
- Federal Housing Administration, Room 127, FHA Building.
- Farm Security Administration, 8th floor, Barr Building.
- National Youth Administration, 2145 C Street Northwest.
- United Housing Authority (posi-

- tions paying over \$1,980 only), Room C-340, North Interior Building.
- Petroleum Conservation Division, Room 5128, Interior Building.
- Agricultural Adjustment Administration, Room 6715, South Agriculture Building.
- Office of the Comptroller of the Currency (positions from funds assessed from banks only), Room 824, Washington Building.
- Home Owners Loan Corporation, HOLC Building.
- Procurement Division (positions paid from emergency funds only), Room 662, Seventh and D Streets Southwest.
- Public Buildings Administration (positions paid from emergency funds), Room 153, Seventh and D Streets Southwest.

## A Digest of News for Investigator Eligibles

The General Investigator Eligibles Association is about to take up with the U. S. Civil Service Commission the matter of extending their lists for another year. The lists included are the Customs and Immigration Inspectors, Junior Inspector and the Assistant and Associate Investigator lists for separate Law, Accounting, Pharmacy and General groups. The Junior lists expire about October 10th and the others somewhat later. The Commission is seeking to use the Junior lists for Navy Police positions, has promised to use them for office and clerical appointments, is using the Law lists, and has indicated specifically that it intends to continue the Accounting lists. In discussion with the Commission, the Association will assert therefore that the Commission must logically be as anxious as the eligibles to have the eligibility periods extended, so the Commission will con-

tinue to have available the personnel it definitely needs.

### May Petition FDR

If the Commission's attitude is unfavorable or indecisive the Association will start promptly getting 60,000 eligibles on the General Investigator lists to petition the President of the United States for extension of eligibility.

Regarding a previous report that appointments have been made to "appropriate" positions in New Jersey from the Assistant Investigator (Law) register, it is now learned that these were at \$2,600 to the Alcohol Tax Unit of the Treasury Department in Newark. Further appointments may be made and may also come from the Asst. Investigator (General) list. The Commission's Director of Personnel reports the Commission has requested certification from the Asst. Inv. (Law) list for special investigative positions at \$2,600. The Association has asked that the Associate list be used also.

### Navy Police

It is clearly evident the Commission still considers appointments may be made eventually in the Navy Police. An eligible on the Immigration Patrol list turned down on the original Border Patrol physical and oral tests has just received a Navy Police questionnaire. Having appealed from his rejection several months ago he could not receive the questionnaire pending outcome of his appeal. Recently the appeal was denied and he promptly asked consideration for Navy Police. Receipt of this questionnaire about April 16, after the House Appropriations Committee refused to approve funds for organization and maintenance of the Navy Police, indicates strongly the Association is justified in believing the Navy Police will yet be approved and appointments made.

### Classes for Printing Apprentices

Printing apprentice classes have been resumed in Brooklyn Technical High School, Fort Greene Place and DeKalb Avenue, Brooklyn. Classes will be held Monday and Wednesday evenings. Apply for admission at the school.

All the exams—New York City, New York State, and United States—open at this time are listed on the exam pages. For complete examination news, follow The LEADER's exam pages regularly.

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# CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

## Simple Requirements on New Hospital Attendant Test

### Application Blanks Will Be Ready Within Two Weeks

(Exclusive)

Application blanks for the coming Hospital Attendant test, definitely scheduled for Saturday morning, June 21, will be available within the next week or two. Deadline for handing in applications is Tuesday, June 3. It costs 50 cents to apply.

When ready, blanks will be on hand at the New York City offices of the State Civil Service Commission, 80 Centre Street, at the 100 offices of the State Employment Service, at the various State hospitals, and possibly elsewhere in the State as well. A complete list will appear in The LEADER as soon as it is made known. Mail applications will be distributed at the Examinations Division, State Department of Civil Service, Albany.

#### Easy Requirements

Virtually every man and woman in the State between the ages of 18 and 45 will be eligible for the test. The same requirements that appeared in the 1940 announcement are to hold this year. Calling for no formal training or experience of any kind, the following qualifications were listed:

"Candidates must have an elementary knowledge of the skills involved in bathing, clothing, feeding, and care of patients, and in making beds, cleaning of wards, and caring for the clothing and other property of patients; they must have an elementary knowledge of 'first aid,' and of common health, safety, and precautionary measures required in the care of patients. Candidates must be able to speak, read and write the English language understandingly; they must have the ability to understand and carry out simple oral and written directions; to oversee the work, amusements, and exercise of patients; to keep simple written records and make simple reports; to size up and adapt

themselves to situations arising in the performance of the work; to accept discipline, and to get along well with others. Candidates must have good moral character, temperate habits, reliability, cheerfulness, tact, patience, neat personal appearance, sympathetic attitude toward the mentally and physically ill, and willingness to live in an institution when necessary. Candidates must be in good physical condition; possess

satisfactory vision and hearing, and be physically proportioned within the range of accepted standards. Candidates must undergo and pass satisfactorily a thorough medical examination at time of appointment. For the purpose of character investigation, candidates must submit the names of not fewer than three reputable persons (not relatives) at the time of filing application. Candidates will be fingerprinted."

Candidates will be rated entirely on a written test made up of 100 true-and-false and multiple-choice questions on the duties of the job. It is necessary, then, that candidates learn how to perform the duties of the Hospital Attendant.

#### 300 Vacancies a Month

The normal rate of vacancies these days in the Hospital Attendant title is 300 a month, which means that

everyone on the list will probably get an opportunity at a position. The salary range is \$54-\$66 a month, plus complete board and food. Appointments are made at \$54, and move up to \$66 after a year and a half.

For latest progress on the rapidly expiring present Hospital Attendant list, see "Mental Hygiene Notes" on page 7. Next week The LEADER will discuss what is to happen to the present list and those on it.

## Lehman Ponders Civil Service Bills

### Important Measures Still Await His Final Decision

Three important Civil Service bills were among those signed up to late last week by Governor Lehman. They were the Condon bill, determining who gets the fees from candidates for DPUI tests; the Mahoney bill, ending the practice of transferring employees without competitive test after three years of service; the Kreinheder bill, limiting certification by the State Commission of county payrolls to first payment in January and July.

Among Civil Service measures which received the Lehman axe:

The Kreinheder bill eliminating the probationary period for promoted employees;

The Crews bill providing that length of eligibility on a preferred list shall be equivalent to the number of years spent in the service, with a four-year minimum.

The Hampton bill classifying use of lists in this order: departmental preferred, departmental promotional, general preferred, open competitive.

The Crews bill reinstating discharged aliens on the subway.

The Gugino bill extending veteran preference to those who became citizens after entrance into military service.

Three of the most important Civil Service bills passed by the Legislature have not yet been touched: the Fite bill extending Civil Service throughout the State; the Page bill guaranteeing rights to drafted employees; the Hampton bill prohibiting the removal of provisional veterans in relief bureaus.

#### Training Directors Plan Bulletin

Officials who direct in-service training courses in the State service meet informally Wednesday afternoon, April 30, at 3 o'clock, in the Regents Room of the State Education Building, Albany. On the agenda will be the formation of a regular group and publication of a news bulletin.

## Serious Problems Created By "Temporary Job" Law

(Exclusive)

The LEADER learns that application of the new State six-month temporary law, passed by the 1940 Legislature, and in effect since last October 1, is cre-

ating problems with serious implications for the entire State service.

According to the law, temporary appointments may be made for a one-to-six-month period if the job is actually of a temporary nature, something to be determined by the State Civil Service Commission. After the six-month period the job must be filled on a permanent basis, whether paid by temporary or permanent funds, and the State Commission has so advised department heads.

When the first six-month period came due on April 1, various departments found that the jobs they had filled temporarily were to be continued for another few months. They were then forced to reconvass lists on a permanent basis, offering eligible appointment of a few months, with place on a preferred list should no further temporary funds be available. Eligibles willing to work for a short period of time are thus getting an opportunity to win preferred rights.

#### Hits Promotion Rights

Directly affected are the promotion rights of employees. Take the

case of an Assistant clerk job. A junior clerk working permanently but on an assistant promotion list would normally be unwilling to accept an assistant appointment lasting only a month or two. But an eligible on an open assistant list would be likely to accept. He would then go on a preferred list when the temporary funds are exhausted. Since the preferred list is used before the promotion list, he will then get the first permanent assistant job, ahead of the Junior on the promotion list.

When Governor Lehman vetoed the Hampton bill last week, he further increased this potential danger to promotion rights. This bill would have permitted use of the departmental promotion list before a general preferred list. It is understood that a group of New York City engineers whose jobs are to be abolished waged an active campaign against the measure. They held that they would have no chance at all for reappointment if a department promotion list were to get first call over the general preferred list on which they will go.

#### Lockport Residents Must Pay Fees When Filing

LOCKPORT.—Under a new ruling of the Municipal Civil Service Commission, applicants for local tests are required to pay fees at the time they file their applications.

## FIREMAN

The mental test is expected to be held in June or July of 1941. Those who pass the mental should be called for the physical in October or November of this year. Both of these tests are expected to be severe and few persons, regardless of their education and physical condition, can hope to attain a high place on the eligible list without specialized training.

Not one man in 100 can hope to attain 80% in the physical examination unless he trains for months in a well-equipped gymnasium under the guidance of experienced instructors.

INVITATION We invite any citizen between the ages of 18 and 29 to call at any hour, day or evening, to be examined without obligation by our physician, attend a mental class and observe the physical classes in session.

If, after the medical examination, an applicant is found fit, he may take advantage of our course, classes for which meet three times weekly at any hour of the day or evening, to suit the convenience of the student.

Over 80% of the officers and firemen now in the department are graduates of this Institute. Young men who are interested should inquire of any fireman or policeman as to our reputation and success in training applicants for this position.

## PATROLMAN

The present list for Patrolman should be exhausted early in 1942. Therefore, the examination should be held early in the Fall of 1941. Since the Patrolman and Fireman examinations are somewhat similar, we suggest that you take advantage of the combination course and prepare for both tests (if you are at least 5 ft. 8 in. in height), at a reduced combination fee.

## JR. STENO—JR. TYPIST

Federal exam for appointments in N. Y. City and State. Applications must be filed by 4 P.M. Wednesday, April 30.

Classes for Stenography and Typing meet TUESDAY and FRIDAY at 6:30 P.M. at our Secretarial Branch, 120 W. 42nd Street, N.Y.C., and at JAMAICA BRANCH, 90-14 Sutphin Blvd., MONDAY and THURSDAY at 7 P.M.

#### Examinations Expected in Near Future

- MOTOR VEHICLE LICENSE EXAMINER: Class forms Tues., April 29, 8:30 P.M.
- MOTOR VEHICLE INSPECTOR (BUS): Class forms Tues., April 29, 8:30 P.M.
- CARD-PUNCH OPERATORS: Prepare for Next Exams and Openings in Commercial Field.
- STATIONARY ENGINEER'S LICENSE: Class now forming.
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- STATE COURT ATTENDANT: Tues. and Thurs. at 1:15, 6:15 and 8:30 P.M.
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- BOOKKEEPER, GR. 1: Tues., Thurs. and Fri., at 6:15 P.M.
- CITY ELECTRICIAN: Wednesday, at 8:30 P.M.
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## Where Do I Stand?

The following are the latest certifications, in New York City and Albany, from popular State lists. P means permanent; T means temporary:

Ranking	Pct.
<b>Junior Clerk</b>	
P—New York—\$900.....	850 85.825
P—Albany—\$900.....	2,946 82.075
T—New York—\$900.....	2,691 82.40
T—Albany—\$900.....	5,398 79.525
<b>Junior Stenographer</b>	
P—New York—\$900.....	1,054 86.00
P—Albany—\$900.....	2,178 80.60
T—New York—\$900.....	1,297 85.20
T—Albany—\$900.....	2,347 77.80
<b>Junior Typist</b>	
P—New York—\$900.....	1,021 87.70
P—Albany—\$900.....	1,937 85.00
T—New York—\$900.....	1,392 86.60
T—Albany—\$900.....	3,199 80.10
<b>Assistant File Clerk</b>	
P—New York—\$1,200....	178 88.70
P—New York—\$900.....	100 89.50
P—Albany—\$1,200.....	119 89.20
P—Albany—\$900.....	1,130 85.60
T—New York—\$1,200....	459 87.30
T—Albany—\$1,200.....	438 87.40
T—Albany—\$960.....	1,194 85.60
T—Albany—\$900.....	1,351 85.20
<b>Assistant Clerk</b>	
P—Albany—\$1,200.....	520 88.02
T—New York—\$1,200....	290 88.94
T—New York—\$1,060....	558 87.91
T—New York—\$900.....	437 88.37
T—Albany—\$1,200.....	776 87.27
T—Albany—\$960.....	3,883 83.20
<b>Assistant Stenographer</b>	
P—New York—\$1,200....	105 89.80
P—Albany—\$1,200.....	187 88.90
T—New York—\$1,200....	1,164 84.10
T—New York—\$900.....	1,794 80.90
T—Albany—\$1,200 (from Sr. Steno. list).....	786 86.25
T—Albany—\$900 (from Sr. Steno. list).....	2,347 77.80
T—Albany—\$900.....	2,020 77.30
<b>Assistant Typist</b>	
P—New York—\$960.....	383 86.16
T—New York—\$1,160....	222 87.199
T—New York—\$900.....	1,414 79.299
T—Albany—\$1,200.....	841 83.70
<b>Junior Clerk</b>	
New York—\$900.....	623 86.45
Albany—\$900.....	2,749 82.325
<b>Junior Stenographer</b>	
New York—\$900.....	685 87.40
Albany—\$900.....	2,106 81.30
<b>Junior Typist</b>	
New York—\$900.....	732 88.60
Albany—\$900.....	1,811 85.40
<b>Assistant File Clerk</b>	
New York—\$900.....	105 89.50
Albany—\$900.....	1,047 85.80
<b>Assistant Clerk</b>	
New York—\$1,100.....	63 91.04
Albany—\$1,200.....	531 87.98
<b>Assistant Stenographer</b>	
New York—\$960.....	405 87.49
Albany—\$1,200.....	192 88.89
<b>Assistant Typist</b>	
New York—\$960.....	539 85.20
Albany—\$1,060.....	167 87.60

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# Civil Service LEADER

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Tuesday, April 29, 1941

## A Shortage Of Postal Workers?

A SURVEY by district managers of the Civil Service Commission has revealed that a number of machinists, toolmakers, shipfitters and other skilled mechanics urgently needed in defense jobs are employed in the Post Office Department. Particularly is this true, it was discovered, in New York.

Civil Service officials in New York contacted a number of the skilled tradesmen, many of whom worked in the Brooklyn Navy Yard during World War I, and most of them expressed a desire to return to their old trades. But, they insisted, transfers should be arranged so that they wouldn't lose seniority, opportunity for promotion and retirement and other privileges.

Civil Service district managers recommended that the transfers be made on the basis set forth by the employees. The Civil Service Commission took the matter up with the Post Office Department but the department refused. It was explained that the department was losing thousands of its employees to the Army and that 1,500 employees had to be diverted to defense work of handling mail at army camps. The loss of employees is so great, Post Office officials said, that an executive order had been drawn up which would permit certain employees reaching the retirement age to remain in active service. Postmaster General Frank Walker will take up the matter personally with President Roosevelt.

Therefore, Post Office officials explained, they wouldn't keep their employees from taking defense jobs, but, they insisted, employees who do take the jobs must resign outright and take their chances on being reinstated afterwards.

Now, we don't quite follow all this. In the first place, postal lists are still pretty long, and employees on those lists have been waiting, many of them, years for an opportunity to get into the department. And if the lists are pretty well used up, the Civil Service Commission should order new exams. So what's all this talk about an insufficiency of personnel?

In the second place, the present system of separate lists for separate boroughs might be done away with, as suggested by a LEADER reader, and single lists set up in their place. This would prevent the condition arising where you have too few on the list, say, in the Bronx, and too many in Brooklyn.

In the third place, we agree with the postal employees and the Civil Service managers that those men taking defense jobs should retain their rights. Why not work it on the same principle as with draftees? When a postal employee is drafted, his place is filled by a sub who signs a waiver releasing him from claim to the job when the draftee returns. This may not be the ideal method, but the point is that there is no insuperable problem here, and one shouldn't be created.

The problem is of great importance to postal workers, and The LEADER would like to hear from its readers what they believe to be the ideal solution.

## Death Blow To Spoils System

TO THE PRESIDENT of the United States, commendation. He has performed a notable act in making the Ramspeck bill operative, bringing 125,000 government jobs under the merit system.

It means the virtual wiping out of the spoils system in federal employment.

It means that government services will henceforth be manned by persons most capable on the basis of competitive test—not political whim.

It means a real impetus to the extension of Civil Service in every State and municipality.

It was a hard fight to get the Ramspeck Act passed, but one well worth fighting. The American people are the gainers. The LEADER is proud to have had a part in the struggle.

## Merit Men



IN CIVIL SERVICE records, he's listed as Peter H. McNeil, Boatman. To thousands of New Yorkers he's known as Buck McNeil, Hero. As Boatman, Peter H. McNeil has been in charge of docking small craft at the Battery Seawall for the past 29 years. As a hero, Buck McNeil is the guy who jumps into the cold waters of New York Bay, fully clothed, winter and summer, year in, year out, to save people from drowning. In 29 years on the job Buck McNeil has rescued 285 people.

Blunt, unassuming, modest, Buck doesn't like to talk about his rescues. He'd rather talk about his nine children and his six grandchildren, about his uncle who was the last survivor of the "cheesebox on a raft," the Monitor, which fought the Merrimac in the Civil War. "This hero stuff is the bunk," Buck says. "I've been around docks all my life and I'm a good swimmer. I don't mind jumping in."

Buck's most spectacular rescue, which won him nation-wide fame and a hatful of medals, was made in 1916 when the excursion steamer, "Keyport," sank fifty feet off-shore. Literally scores of women and children were tossed into the Bay before the horrified eyes of Battery strollers. First, Buck grabbed a ladder and stretched it from the dock to the Keyport. Then he

jumped in the Bay. He picked up the nearest person, dropped him on the ground and went in again. Grabbing the children, two and three at a time, Buck repeated this process until all the passengers were saved. When there were no people left to rescue, Buck dropped to the ground, exhausted. In five minutes he had saved 100 people.

### None Succeeded

Down at the Battery, they'll tell you that all but 65 of Buck's rescues have been multiple affairs, such as the Keyport job. However, they're quick to point out that some of the "singles" have been tough to make. Despondent men who try to commit suicide don't like to be saved. Nor are rescues easy to make when a Northwest gale whips the ice-filled Bay to cold fury. In the 29 years in which Buck has been on the job, not one person has lost his life at the Battery Seawall, no matter how hard he tried.

Buck McNeil could cover his broad chest with medals and still have enough left over to decorate all the Irishmen in a St. Patrick's Day parade. In 1906 Congress established the American Cross of Honor medal, for persons who have performed "at least 12 heroic deeds." In the 35 years in which this Medal has been in existence, two heroes have been awarded it. One of them is dead; the other, very much alive, is Buck McNeil.

Last week, Buck McNeil got another medal. It is a small gold medal and it probably doesn't look very impressive beside the American Cross of Honor Medal or the Double Congressional Medal of Honor which Buck won in 1916, but Buck likes this new medal so much that he wears it on his watch fob. It was given to him at a dinner at LaGuardia Field by Deputy Commissioner Robert Starr Allyn of the Dock Department. An inscription on the back reads, "Outstanding employee of the Department of Docks, 1940."

Buck McNeil, hero, is proud of his record as Peter McNeil, boatman at the Battery landing. His vigorous eyes flash and a friendly smile lights his face. "In 29 years," he says, "I've never missed a day on the job. Never more than five minutes to change my clothes after pulling somebody out of the brink."

## letters

# Suggests U. S. Eligibles Unite

Sirs: Mr. Edward Houlihan states eloquently in the April 22nd issue of The LEADER the viewpoint of many readers that the U. S. Civil Service Commission does not give individual eligibles adequate information, and that something should be done about it. Well, something certainly can!

The Commission is in the happy position of not being accountable legally to any citizen. But this does not mean that it cannot be held accountable at all. First, it is answerable to the President, its immediate superior, who, unfortunately, has many other Federal agencies to watch, and, second, to public opinion. The latter is particularly effective when expressed intelligently and vigorously by a group large enough to demand consideration. Such a group gets letters answered and more real attention than a single individual can expect to command.

Like all of us, the Commission is human, and, therefore, fallible. And, like all of us, it may require at times a little firm persuasion to act more effectively in the public interest and with due regard for fundamentals applicable. Inducing it to do so is a vital function of every association of Federal eligibles.

It follows that most groups of eligibles should form associations. But that isn't enough. These associations should cooperate closely, and so coordinate their activities as to use their united forces to achieve the broader aims they have in common. And they can do even more. They can have energy and vision enough to take interest in all gen-

eral questions affecting Federal Civil Service employees as well as eligibles. They can thus influence so far as they may legitimately do so the conditions which will govern them once they cease to be mere eligibles.

One eligible can accomplish little unaided. A group of eligibles can do appreciably more. But an association of groups of eligibles furnishes the unity, the power and the intelligence to do all that can humanly be done. LOUIS A. SIGAUD, Chairman, Information Committee, General Investigator Eligibles Association.

### Wants Single Post Office Register

Sirs: I'm in complete accord with Mr. Leonard Eckstein that there should be one P. O. register for New York City.

As an illustration let me point out that in Queens if one lives in Jamaica one goes on the non-local register if he or she takes an exam for the post office in Flushing, Long Island City, or Far Rockaway. Why should this be in the same city and borough? It would be a great thing if the LEADER would start working toward one P. O. list for New York City. C. A. BRICE.

### The Real Supermen?

Sirs: Do you want to know who the real supermen are? Well, I'll tell you, the eligibles on the able-bodied seamen list are tops. We can steer a destroyer in the toughest sea. The most energetic chairman

Don't Repeat This!



THE LEADER editorial calling for passage of the postal workers' longevity bill has been read into the *Congressional Record*. Watch for an outburst in Congress over those too-close investigations of federal employees. More cops live in Queens than in any other borough. An eligible on the General Investigator list has written a book on military aviation. Success story: Lovely Betty Comden, star of the popular Revuers troupe at the Village Vanguard, once was "Miss Civil Service" on the City Commission's radio program. Civil servants in Roumania are fired if they marry foreigners.

### Defense Notes

A quiet feud is going on between various eligible groups and the War and Navy Departments. The eligibles can't see the emergency forcing these departments to hire outside of Civil Service. Cadets at West Point still learn techniques used in the Civil War. The theory: 60 of the 62 Southern generals studied at West Point, and were so capable that they kept superior Northern forces at bay for four years. For economy, the federal government now uses the army's communication system instead of private telegraph companies for inter-office and inter-department messages. Tip to candidates on the coming State Labor Mediator test: take a look at Irwin Ross' article on Labor Mediators in the current Harper's.

### Election Dept.

Here's how one of the Four Horsemen gets elected: Sanitation Men place a white ball in the ballot box when they vote for him, a black ball when they vote for the opposition. Mr. and Mrs. Eddie Loughlin (he's secretary to Justice Pecora and Democratic leader of the 14th A. D., Manhattan) are proud parents of Maureen, child number five.

### McCrary on British Civil Service

Are Civil Service employees doing a good job of running the war-torn British empire? And what is it like to work for the government when your country is in mortal danger? To be a postman or stenographer or sanitation man when the bombs are falling around you?

Reagan McCrary, chief editorial writer of the New York Daily Mirror, who has recently returned from England, had been asked by Editor Seward Brisbane of The LEADER to interview officials and Civil Service employees in Britain. The results of these interviews will appear in a forthcoming issue of the Civil Service Leader: its called "CIVIL SERVICE IN WARTORN ENGLAND."

It's an article important to every Civil Service employee, every applicant, every eligible, and every applicant. It answers the question that's been in the minds of all Civil Service people: "What happens to us in war time?" Don't miss it!

# POLICE CALLS

By BURNETT MURPHEY

## Record of Charges

A form to be used in connection with the Sergeant's test was approved this week by the Municipal Civil Service Commission. The form will compile a record of charges and departmental recognition. Under the record of charges, which are listed from April 16, 1936, are spaces for the date of complaint, the date of judgment and the penalty.

Departmental recognition is listed from the date of appointment and includes spaces for the award given and the date.

The bottom of the report forms summaries of a patrolman's record and shows the number of days' fines, the number of reprimands, departmental medal of honor, combat cross, medal and honorable mention, honorable mention or exceptional merit, commendation or commendable merit, and excellent police duty or meritorious service.

## Woodward Reinstated

Charles I. Woodward, a patrolman dismissed from the force on charges on March 24, 1939, was ordered reinstated with back pay last week following his successful fight through the Supreme Court, Appellate Division and, finally, the Court of Appeals.

## Ambulance for Cops

It is expected that the Police Relief Fund, of which Commissioner Valentine is chairman, will soon buy an ambulance for the use of members. According to plans, the vehicle would cost about \$9,000, and be specially-constructed. It would carry oxygen tanks, rollings and collapsible stretchers, a compartment in which medicines could be made, and its own high-voltage generator for all kinds of current.

## Overtime Pay

The PBA has renewed its efforts to have the bill which provides for hour-for-hour compensation for overtime passed by the City Council. This measure was originally in the hands of Joseph Clark Baldwin, recently elected to Congress. Louis Cohen, Bronx Democrat, is expected to take the bill over and reintroduce it with some amendments this Tuesday, April 29.

Incidentally, Cohen also has the 11-squad bill under consideration. Nothing new on it, however.

## 24 More Retirements

Twenty-four more cops retired last week, taking advantage of the \$50 a year extra pension they will get. The total number of patrolman vacancies is now 733. The number of retirements from now on will taper off sharply, according to pension experts.

Incidentally, the number of vacancies is now the highest ever reached during the LaGuardia administration.

## New Wallets Ready

Those handsome new wallets which will be distributed to all members of the PBA are ready and they will go out on May 5, 6 and 7.

## Medals for Valor

The presentation of medals for valor to members of the force will be made late in May or early in June.

## PBA Nominations

Nomination of officers for the Patrolmen's Benevolent Association will be made at the next meeting, Tuesday, May 13, at the Hotel Commodore. It is expected that there will be at least four candidates for the office of president, including Joseph Burkard who ranks an odds-on favorite for reelection.

A scramble for the two vice-presidencies is also expected. The election of officers will take place on the second Tuesday in June; meantime, a lively campaign by the nominees appears in the offing.

## PBA Pays Draftees' Dues

At the last PBA meeting an amendment to the by-laws was adopted which provides that the organization will pay the dues of members who are drafted or ordered to military service. So far, only a handful have been called to arms, but the chances are that many more will be affected by the draft.

## Police Bills

Two police bills are still on Governor Lehman's desk. One provides for protection against civil liability in the case of New York cops involved in accidents while on mounted duty, or in boats and airplanes. The other would permit all New York State cops to retire after 25 years of service.

## Police Anchor Club

The Police Anchor Club will hold its annual Orphan Day Outing at Steeplechase Park on July 2.

## Police Square Club

The Police Square Club will hold memorial services at Riverside Church, Riverside Drive and 122nd street, on Sunday, September 28. A parade will precede the services.

## Three Weeks for Option Change

There is still a little more than three weeks left for men in the department to change their pension options from the original choice made last April when the system went into effect. A recent law enacted by the City Council reopened the pension program for a 45-day period, ending May 22.

## St. George Association

The St. George Association of the Police Department will hold its fourth annual Communion and Breakfast on Sunday, May 4. A parade beginning at 7:45 will start at Fifth avenue and 61st street and proceed to St. Thomas Church on 53rd street for Communion. Breakfast will follow at the Hotel Astor.

# Welfare Department News

By HENRY TRAVERS

## Census of Homeless

In January, 1939, exactly 20,000 local homeless persons were cared for by the Division of Shelter Care. In January of this year the census dropped to 12,363. The daily census at the lodging houses is dropping at a sharp rate. Including the men at Camp LaGuardia, there are now less than 6,000 homeless under care these days. Men being cared for at commercial contract shelters are being moved into the municipal shelter vacancies at an increased pace—lately around 300 per week.

## War Relief Drives

These are busy days for Herman Levin, Sam Sloan and Romayne Sullivan in the Division of Public Solicitation. New war relief organizations pop up every day, it seems, and it keeps the boys hopping.

## Counselor Kane

Congratulations to Henry Kane, clerk in the Division of Special Investigations. Henry has passed his bar examinations. In his early twenties, Henry is on the way up.

## Attend Conference

Twenty-seven staff members—including administrators, case supervisors, assistant supervisors and investigators—will attend the One Day Conference of the Family Service Section of the Welfare Council tomorrow. The Department's participants have been

chosen from the Home Relief, Old Age Assistance, Blind, Veteran and Shelter Care divisions. Tickets of admission were distributed by the Bureau of Public Assistance.

## That Annual Picnic

A terrific picnic, an annual event, was held Sunday (April 27) by the gang of D.O. 5. The scene, Alley Pond Park, Queens. More than 100 staff members and friends had fun. Tennis, baseball, lunch and stuff.

## D. O. 17 Notes

Jerome Scharfman, senior statistical clerk, was married Saturday (April 26) to Diana Schern in Brooklyn. The couple intend to set up housekeeping in that boro.

## In That Jersey Fire

Peter Dellapietra, file clerk, now a member of the 100th Military Police Battalion of the N. Y. National Guard, visited the D.O. on April 23 while on a 36-hour leave from Fort Dix, N. J. Peter was one of the members of the prowler car crew that discovered the fire which had done so much damage in New Jersey over the week-end. At present he is assigned to direct traffic near the army reservation.

## People

Beauteous Caroline Flanders, formerly Director of the Blind Assistance Division, was in town over the week-end. Caroline is now with the Social Security Board in Washing-

ton. . . . Matty Silverman and his family are going to Fire Island for the summer. . . . Frank Farrell, formerly in Finance and Statistics and now in private industry, took part in the Ozanam Guild breakfast activities on April 20. . . . Communications received here from the Nazi government regarding non-settled relief families open and close with "Heil Hitler". . . . Edith Alexander was chairman of a musicale staged in Harlem last week. . . . D.O. 83 is being discontinued. . . . The D.O.'s are getting their softball teams organized. . . . Bill McClure, the Commissioner's sec., is in Texas for a few days. Sid Garelik is batting for him. . . . Hank Rosner, stamp plan expert, touring the D.O.'s to see how things are going. . . . Jack Eggleston has been scooting up to his cabin in Rockland County these week-ends. . . . Al Roccisano, who used to be in the Public Information office, is a soldier these days. . . . Famous last words: "I followed procedure."

## Recent Assignments

**Assistant Supervisors**  
Ruth Braveman, D.O. 41.  
**Medical Social Workers**  
Isabel W. Lynch, D.O. 81.  
**Social Investigators**  
Bernard Rackow, D.O. 24; Bessie Schottenfeld, D.O. 84; Helen Hurewitz, D.O. 73; Anthony Caronia, D.O. 72; Marie J. Polito, Philip Sammt, D.O. 60; Katherine V. Brennan, D.O. 23; Herbert Sterenstein, D.O. 53; Sarah Shiffrin, D.O. 73; Max Schechter, D.O. 81; Lillian Heller, D.O. 81; Marion Nichols, Esther Weinstein, Max Wittenberg, D.O. 81; Regina Cooney, Joseph Gulotta, Emma Nesbit, D.O. 65; May Zbar, D.O. 84.

# Mental Hygiene Notes

By JOHN F. MONTGOMERY

## Progress of the List

Here is the latest progress on the Hospital Attendant list:

In zone 4, appointments are now being made to all nine institutions, including men to Psychiatric Institute and both men and women to Manhattan State Hospital on Wards Island. Questionnaires have been sent out to eligibles down to 13,498.

In institutions located within New York City, latest certification among the men was 4,176 and latest appointment was 3,962. Among the women, 1,138 was the last to be certified and 1,054 the last to be appointed. Outside-the city, certifications among the men have gone down to 12,764 and appointments to 10,899. Among the women certifications have gone to 8,701 and appointments to 7,822.

Nine hundred and fifty-three questionnaires have been sent to eligibles in zone 1, reaching down to 11,600 among the men and 3,737 among the women. A total of 85 men have been appointed, 7,858 the last; 40 women have received jobs, 2,194 the last.

In zone 2, 98 men and 51 women have been permanently appointed, along with three temporary employees. The last eligible permanently appointed was No. 6,839 (927 in the zone). The total certifications to date are 294, with 7,818 (1,076 in the zone) the latest; 41 certifications are still outstanding. The last man to whom a questionnaire has been sent is 8,289 (1,145 in the zone), while the last woman is 3,192 (424 in the zone).

Of the 289 eligibles certified in zone 3, 134 were appointed; 90 refused appointment or failed to report, six failed the medical before appointment, 14 failed afterwards, and three were rejected because of previous employment records; 42 have not yet been accounted for. Lowest man certified is 13,314 (974 in the zone) and appointed is 12,466 (917 in the zone). Lowest woman certified is 14,155 (1,015 in the zone) and appointed is 13,654 (990 in the zone).

## Manhattan to Stay

As a result of Governor Lehman's signing of two bills, Manhattan State Hospital on Wards Island will stay in business for a number of years yet. The Mailler Bill postpones the proposed demolition of the hospital from 1943 to 1948. The Todd Bill appropriates \$200,000 for necessary repairs. Room in the state's institu-

tions is getting scarce and the population is increasing, hence the necessity of these two bills.

## No Word Yet

As of late last week-end there was still no word on how Governor Lehman felt on the two important Mental Hygiene bills on his desk: the Barrett bill, extending the eight-hour day to guards of institutions, and the Ehrlich bill, granting reasonable sick leave to employees.

## Bowling Banquet

Third annual banquet of the Was-saic State School bowlers was held Saturday night at the White Swan Restaurant in Millbrook. Toastmaster was John O'Brien, president of the Association chapter. Recent arrivals: Lawrence Darbee, Gerald Gilchrist, Joe Roselli, Pauline Murphy. Resigned: Mrs. Anna French, Grace Hinsdale, Richard Coombs.

## Hudson River Notes

Plans for the 11th annual card party, scheduled for Wednesday evening, May 21, were discussed at a

committee meeting Friday in the Farm and Grounds Department office. . . . Members of the Association are now entitled to a 10 percent discount on all Duty Shoes bought at the A. S. Beck Shoe Store in Poughkeepsie. Definition: duty shoes are those actually worn in the performance of duties. . . . The golf course is now open.

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# Question, Please?

by H. ELIOT KAPLAN  
CONTRIBUTING EDITOR

This Department of Information is conducted as a free LEADER service for Civil Service employees, for eligibles, for all who desire to enter the Service. Address your questions to Question, Please?, The Civil Service Leader, 97 Duane Street, New York City. If space does not allow printing your answer, you will receive a reply by mail. Therefore, enclose stamped, self-addressed envelope. Questions for this column receive thorough analysis by a well-known Civil Service authority.

## What "Classification" Means

M. P.—The term "classification" as used in civil service laws has various meanings. In New York, classification may relate to (1) jurisdictional classification, that is, separation of positions on the basis of practicability of examination, such as the exempt, non-competitive, competitive and labor classes; (2) duties classification, that is, grouping of positions according to duties performed, responsibilities assumed, rank and grade and establishment of lines of promotion; (3) salary classification where the positions in the service are grouped according to the minima and maxima salary grades for similar positions based on similarity of titles, with study of functions performed rather incidental or supplemental. In the Federal service the term classification is generally used to denote salary classification (based on the Salary Classification Act of 1923). In the Federal service the "classified service" refers to the competitive class of positions. Exempt positions (requiring no examinations) are designated as "Schedule A" positions, non-competitive positions as "Schedule B" positions. Exemptions of positions from examination are effected by Executive Orders of the President in the Federal service, and by resolutions of the Commission in New York. Exemptions in New York are effective in the case of the State service only after approval by the Governor. In the case of the cities the approval of the mayor and the state civil service commission is required. Both in the Federal and New York services there are exceptions provided by statute. There is no restriction on the Congress as to the number or nature of positions that may be excepted from examination. Neither is there any restriction on the President. In New York, however, only the legislature and the commissions have authority to except positions from examination where such exemptions do not contravene the civil service clause of the state constitution requiring competitive examinations for all appointments and promotions wherever practicable. Neither the Governor nor the mayors of cities may exempt positions from examination on their own accord.

## 3,750,000 on Payrolls

L. G. O.—The total number of employees on the public payrolls,

federal, state and local, is approximately 3,750,000, and the total estimated payroll is \$6,000,000,000 annually. A little more than half of the total public employees are selected under civil service laws. The total number of employees in the Federal service at this time is about 1,115,000; in New York State service about 52,000; in the New York City service about 150,000 (exclusive of teachers in the public school system).

## Probation

W. O. R.—The probationary period of service required under the Civil Service rules is designed as part of the "examination" of the eligible to determine his ability to perform the duties of the position while actually on the job. It is to supplement the examinations given by the commission, and to give the appointing authority an opportunity to observe the work of the employee on the job. If the employee is found unsatisfactory he may be dropped at the end of the probationary period. No reason need be given by the appointing officer for dropping him. If the appointing authority wishes to drop a probationer before the end of the probationary period he may do so only after giving the employee a statement of reasons and an opportunity to answer, the same procedure as is required in the dismissal of a "permanent" employee. The length of the probationary period (in the absence of special statutory provisions affecting special classes of employees) is fixed by the civil service commission. It generally runs from three months to a year, depending upon the nature of the position. In New York City and in the federal service it is usually six months, in the state three to six months.

## Resignation, Reinstatement

E. M. W.—While an employee who resigns from his Civil Service position is eligible for reinstatement (within one year in New York, and within a period of time measured by the length of service in the Federal) in the same grade and at the same salary he had been receiving before his resignation, as a general rule his reinstatement in the federal service is made at a lower salary or in a lower grade position where he has been out of the service for a considerable period of time. The practice of the P. O. department is to rein-

state a postal clerk or carrier at the entrance salary or substitute grade.

## Can Permanent Be Temporary?

S. C. M.—A person employed in a permanent Civil Service position may hardly be eligible for certification for a temporary position from another eligible list on which his name may appear. He cannot be holding two positions in the service which are incompatible. Of course, a permanent employee holding one position may, if he chooses, accept a temporary appointment from another list in place of his permanent appointment, particularly if he believes the temporary position better suited for him than the permanent one already held. In making certifications for temporary positions the commission is required to follow the same procedure as in certifying for permanent positions, that is, certify all available eligibles in the order of their standing on the list, and appointment may be made only from among the three highest willing to accept the position.

## Personnel Officials

W. S.—Not all departments have personnel directors. Many of them have "appointment clerks" whose functions are just about what the title implies. They take care of certifications of eligibles from the Commission and follow up the routine procedures leading up to the appointment by their department, check on payrolls, etc. In all the major departments and independent agencies in the Federal service personnel directors have been provided for by Presidential executive order. These directors handle all the personnel problems of their respective departments or agencies from aiding in recruiting candidates to in-serving training, from payroll checking to establishing safety programs. Personnel directors in state or city departments are rare. The New York City Board of Transportation has a personnel officer (John C. Laffan). The State Division of Placement and Unemployment Insurance has one in J. H. Mason. A few other departments or divisions have a sort of make-shift personnel officers who are primarily only appointment clerks in reality. Unfortunately the state and city have not yet seen the wisdom of encouraging departments to establish personnel directors to handle the personnel problems in their agencies.

# Study Questions—Court Attendant

## These Will Help You in Coming Test: Part 5

Here are the answers to the practical questions from the 1935 Court Attendant test published in last week's LEADER, along with a further selection. The LEADER is publishing this material as study helps for the May 10 exam. Next week the answers to these questions will appear, along with further group.

### Answers

- |           |           |
|-----------|-----------|
| 16. True  | 23. True  |
| 17. False | 24. False |
| 18. False | 25. True  |
| 19. False | 26. False |
| 20. True  | 27. False |
| 21. False | 28. True  |
| 22. False | 29. True  |

### 30. False

### Questions

Circle the T after statements that appear to be true, the F after those you consider false.

31. There is no jury sitting at a special term of the Supreme Court. T F
32. The Supreme Court is limited in its civil jurisdiction to cases involving more than \$500. T F
33. An action for personal injury resulting from negligence can be

brought any time within six years of the date of cause of action. T F

34. Counter claims and defenses are subject to the Statute of Limitations. T F

35. The summons is the mandate by which the court obtains jurisdiction over the parties. T F

36. The name of the plaintiff's attorney need not be shown on the summons. T F

37. It is not proper to use the initial of the first name of the defendant in a summons if the first name is known. T F

38. If a summons is served on the wrong person and he accepts service he must assume the position of the defendant. T F

39. Where the court directs that an additional party be brought into an action as a defendant, a court order is used instead of a summons. T F

40. A plaintiff may sue in person, rather than through an attorney. T F

41. The legal term used to describe judgments of \$25 or less is "nominal damages." T F

42. A summons on a domestic corporation may be served on the "managing agent." T F

43. The personal service of a summons in an envelope is a valid service where the defendant immediately opens the envelope in the presence of the process server and finds a summons. T F

44. Proof of service of a summons must be made by the person who actually serves the summons. T F

45. A summons may not be legally served between midnight and 4 a.m. T F

46. The parties in a civil action may consent to a trial by a jury of less than 12 men. T F

47. Under the present law, a woman cannot serve on a jury in the New York courts. T F

48. The function of the jury in a civil case is to decide the disputed questions of fact. T F

49. There are no covenants implied in a conveyance of real property. T F

50. A deed to real property must be recorded in order to pass title. T F



POSTAL MEN AT WORK

Here you see them at one of the very important postal tasks—sorting the mail.

# Postal News

By DONALD MacDOUGAL

## Three Days

The days were warm with the sticky warmth of Washington's spring. Postal men were assembled from throughout the nation for a one-day hearing. Subject: Longevity. But so much was to be said before the House Committee on Post Offices and Post Roads, that heat and stickiness notwithstanding, the hearing lasted three days. Sixty-two Congressmen, one senator, testified, in addition to representatives of every postal organization. Sentiment was overwhelmingly—but overwhelmingly—for longevity. However, if we know politics, that doesn't mean the fight is won. In the first place, no date has been set yet for the Committee's report to the House. In the second place chairman Milton A. Romjue is reported to have been a little less enthusiastic than he might have been. In the third place, after the House difficulties are hurdled, there's still the Senate.

So, boys, don't let up on the pressure, especially on Romjue.

## Nothing New on Tie-Up

A recent exclusive item in this column told about the offer which the Federation of Postal Clerks made to the UNAPOCS for amalgamation of the two organizations. The UNAPOCS haven't accepted yet. Chances are they won't. But the Clerks will continue to urge a single organization rather than two.

## Temporary Subs for New York

The drafting of postal employees has brought about a circumstance which is causing grave concern. Will New York get temporary subs? And if so, will they be accorded full Civil Service rights? As men are being drafted, their places are filled by temporary regulars. The regular subs sign a waiver to the effect that if his number on the list isn't reached when the draftee returns, he gives up his job, goes back on the list. Meanwhile, as he's moved up, everybody else on the list moves forward too. This leaves a "last man" vacancy, and provides a means for introducing temporary subs into New York. The postal organizations, who don't particularly like the idea of temporary subs, are worried lest the temporary sub fail in retaining all his Civil Service rights.

## Old Officers

Furious is the referendum among the letter carriers on the question: Should men above 65 be forbidden to hold office in the organization? Idea behind the referendum is to prevent retired men from controlling the policies of the letter carriers. The New York branch of the Letter Carriers Association has been most active in the fight.

## Joint Conference Moves

New headquarters of the Joint Conference of Postal Employees: 168 West 23rd street, Manhattan.

## Rhymes of a Postman

That's the title of a new little booklet written by C. A. Ford and dedicated "to all the postmen in the U. S. A." The book starts with this rhyme: "Oh, what are the thoughts of a postman—While pounding the pavement today?—Do you think, if perchance you should ask him—He would really have nothing to say?—If you'd ask him to voice an opinion—Do you think there would truly be none?—Do you think he is actually human—And not a machine to be run?" Then follow 40 pages of a postman's opinions. The author is a postman in Pittsburg, California.

## Communion Mass

The New York Post Office Holy Name Society, Branch No. 273, celebrated its twentieth Communion Mass last Sunday at St. Patrick's Cathedral. Breakfast followed at the Astor. Five thousand attended.

## Sports Department

With a few practice sessions under their belts, the Railway Mail Service team begins to shape up as a group that will give a good account of itself this coming season in the Brooklyn Industrial Twilight League. And they will have to, for they buck up against such tough customers as Abraham & Straus, Brooklyn Edison, Mutual Life Insurance. So far, the only section of the team definitely set is the infield, with Al Cannon, Norm Lindemuth, Joe Russo and Bill Fedor manning the works. Big question mark is the pitching and catching departments. We'll let you know how it works out.

## Eat, Drink, and Be Merry

On Sunday evening, May 4, the Annual Dinner Dance of the New York City Branch, Second Division, Railway Mail Association, will be held in the Hotel Woodward, Broadway and 55th Street. Close study of the almanacs reveals it will be a warm night; hence beer is on the house. Most unusual for an affair of this kind—the guests are limited in number to 200.

## Retirement (Continued from last week)

On January 1, 1940, another option was permitted to post office employees who retire. The official name is Joint Survivorship Annuity. This option is again divided in two parts. One is called Joint and Survivorship wherein the retired employee accepts a reduced annuity and upon his death his survivor receives a similar amount for the remainder of her life. The second is called a Modified Joint Survivorship wherein the retired employee receives a greater amount than above and his survivor receives 50 percent of his annuity.

If an employee retires and accepts the joint survivorship and then his survivor dies, he cannot name a new survivor and upon the retired employee's death the remainder of his money remains in the retirement fund. The act presupposes that the survivor will outlive the retired employee. The amount of annuity is based on the age of the survivor and not on the age of retired employee. The amount of annuities received by the retired employee and the survivor cannot be published because it is based entirely on the amount the employee has had deducted from his salary all the years he was in the service plus the age of the survivor.

There are so many angles to retirement that it would be impossible in this space to review them. The article begun last week and concluded above, however, covers the main features. We will be glad to answer any question on this subject.



# Teachers Newsweekly

## Review of the Week

Six more schools will be placed on a 24-hour basis under the Emergency Defense Training Program in the near future. So far, 25,000 men have been trained in the classes under the jurisdiction of George F. Pigott, Jr. Incidentally, Pigott reveals that the appearance of the men in the schools at 4 p.m., determined and eager to learn, has had an excellent effect on the regular students. They appreciate their opportunities to learn a trade. Governor Lehman signed the Coudert bill, returning to the Board of Education the right to summon teachers for physical examinations. He vetoed the Phelps bill, permitting honorably discharged war veterans to summon teachers for physical examinations. The Board of Education defeated a resolution, introduced by Commissioner William R. Crowley, to require teachers and other school employees to state, under oath, whether they have ever been members of Communist, Nazi, or Fascist organizations. Teachers will vote for the Teacher-member of the Retirement Board September 8. Miss Lillian C. Hatch, the incumbent, is opposed by Samuel C. Greenfield. Officials of Ebbetts Field have requested authorities to inform male public school students between the ages of 13 and 15 that only Brooklyn boys are eligible for membership in the Brooklyn Knot Hole Club. Examinations for which you can apply now: School Psychologist, Substitute Teacher of Home Economics, (food and household care) in junior high schools, Art Metal Work, Day High Schools. Applications can be obtained and filed with the Board of Examiners, 110 Livingston Street, Brooklyn. Full requirements were published in past issues of the

**LEADER...** Two books written by Dr. Otto Kloischwitz, former Hunter College teacher, were stricken from the approved list. The books are "Paul and Purifex" and "Reise in Die Literature"...The books were removed at the request of the author's publisher, J. B. Lippincott Company. The reason: The author is now in Germany broadcasting Nazi Propaganda for U. S. consumption... Mayor LaGuardia, Helen Hayes, Judy Garland, Gertrude Lawrence, Ezra Stone, and the Yale Glee Club will appear on Sunday's WOR 11:30 a.m. program sponsored by the Young America Wants to Help Group of the British War Relief Society... Feature of the program will be the symphony orchestra of the School of Music and Art consisting of 100 boys and girls between 13 and 17.

## Have You a Little Genius in the Family?

Is little Willie a potential genius? Do you think he'll make the Quiz Kids when he reaches the ripe old age of nine? Hunter College Elementary School has vacancies in its Kindergarten for qualified students. Before you submit little Willie's name for admission, Hunter College Elementary School requires that he must be given a psychological test at Teachers College Guidance Laboratory or a similar testing bureau. If he passes this examination successfully, and is admitted, little Willie will be enrolled in "an experimental program in the education of children of superior intelligence and commensurate physical, emotional and social development." You may apply for little Willie by writing to Hunter College Elementary School, 695 Park Ave.

## Education Exam

An exam for Senior Administrative Assistant, both competitive and promotion, in the Department of Education, was ordered this week by the Municipal Civil Service Commission. At the same time it cancelled a test for Administrator, Bureau of Plant Operation, in the same department. A request that the list for Administrative Assistant (City Planning) be used for the jobs as Junior Administrative Assistant in the Board of Education was denied a second time this week by the Municipal Civil Service Commission.

## Health Teachers Meet

The next general meeting of the New York City Health and Physical Education Teachers Association will be held at the Hotel Pennsylvania, Thursday, May 1, 1941, at 8 p.m. Speakers from the New York office of the Selective Service Administration will discuss the results of the physical examinations of draftees. Conclusion will be drawn by the selective service authorities and the health education teachers. All members of the association are urged to attend the meeting.

The regularly-scheduled annual meeting of the association will be held at Roosevelt Hall in the American Museum of Natural History, Thursday, May 15, at 8 p.m. At this meeting officers for the coming year will be elected.

All the news...all the exams... accurate... unbiased... in THE LEADER.



## You and I

by May Andres Healy

May Andres Healy is granted the widest latitude in expressing her views. Her opinions do not necessarily represent the views of The Leader.

THE excess teacher regulations of the Board of Education have been the cause of much controversy for the past year.

The problem is serious and must be dealt with, but claims and counter claims of unfairness and favoritism have been made by both principals and teachers.

The present regulations state: "No deductions are to be made for leaves of absence or periods of resignation." This particular regulation has been the basis of most complaints.

### Years of Service Not Indicated

Teachers claim that the original date of appointment does not indicate years of service which many feel should be considered. Cases have been brought to our attention which show the original dates of appointment: 1900, 1904, 1910, etc. Actually, though, the teacher has served much fewer years because of a previous resignation and reinstatement.

I think that years of service in the system is fairer to all concerned. Salaries and pensions are based on actual years of service, not on original date of appointment. Excess regulations should therefore follow the established system.

It probably would be a little more complicated to compute but it certainly would remove the intense opposition which now exists.

### Board to Get Report

The Joint Committee of Teachers Organizations has studied the present regulation and has proposed some changes. The constituent organizations are now considering the changes and when all returns are in the Joint Committee will present the report to the Board of Education for consideration.

The matter of original date of appointment vs. years of service was not decided by the Joint Committee. That change is to be decided by a vote of the affiliated organizations.

Some changes suggested are:

I. Teachers on leave of absence are to be considered as part of the organization of a school and subject to the regulations on excess teachers. The previous regulation making a teacher on leave of absence without pay the first teacher in excess is hereby abrogated.

II. Teachers with 30 years of service or more are exempt from the excess regulations except where the school is being discontinued.

III. Whenever an exemption is made of a teacher in any group, the next teacher to be declared in excess shall come from that group in which the exemption was declared.

IV. Whenever a vacancy occurs in either group, it shall take the place of the excess. If two excesses are declared, the vacancy shall take the place of the teacher with the shortest service in Group A.

There are several other changes offered but I will not enumerate them until the returns are in.

The two groups A and B remain as in the original plan of the Board of Education but shall be amended as of April 15 and November 15.

## Park Topics

By B. R. MEEHAN

### Promotion to Gardener

The following is a continuation of garden bibliography from previous weeks. Public libraries generally have available books, periodicals and bulletins on various phases of gardening:

- Practical Landscape Gardening, by R. B. Cridland.
- Aristocrats of the Garden, by E. H. Wilson.
- The Book of Annuals, by Alfred C. Hottes.
- Bulbs for American Gardens, by John C. Wister.
- Garden Guide—A. T. De LaMare, editor.
- Adventures in My Garden and Rock Garden, by Louise Beebe Wilder.
- Rainbow Fragments, by J. Marion Skull.

### Study Series No. 21

239. Salpiglossis is (a) painted tongue (b) zinnia (c) cockscomb (d) sweet alyssum.

240. The one of the following which is spring blooming is (a) peony (b) galanthus (c) gladiolus (d) oxalis.

241. Chionodoxa is (e) narcissus (b) snowdrops (c) acilia (d) glory-of-the-snow.

242. Grape hyacinth is (a) muscari (b) oxalis (c) shell flower (d) canna.

243. (a) Explain the difference between a cold frame and a hot bed. (b) Enumerate the various uses of cold frames. (c) Briefly explain the general management of a cold frame used for propagating plants from cuttings.

244. (a) What is the approximate planting date for setting out tulip bulbs? (b) Briefly explain why gardeners are advised not to plant tulips continuously in the same soil. (c) Why are tulip bulbs mulched over winter? (d) When should mulch materials be applied? Removed? (e) Name some common mulch materials used. (f) Is it a good practice to remove bulbs immediately after flowering? Discuss. (g) State briefly the storing methods of tulip bulbs over summer.

245. Which one of the following is false: (a) "breaking" in tulips is caused by a virus disease (b) formalin is used to disinfect soils (c) larkspur is delphinium (d) whetstone is not a tool sharpening agent.

246. Enumerate the advantages

arising from well sharpened tools.

247. Of the following, the one not valid with reference to sod is (a) that it is one of the quickest ways of establishing a lawn (b) that an objection to its use is the expense involved (c) that for convenience of laying it should be cut one-inch thick (d) sloping areas dry out slowly.

248. Bent turf is brushed daily with a long flexible bamboo pole. Explain in 150 words the purpose of this process.

249. On the line on the answer sheet place the word "Acid" or "Alkaline" according to soil preference of the following plants:

- Sand Myrtle.
- Pieris.
- Sweet Alyssum.
- Leucothoe.
- Trailing Arbutis.
- Nasturtium.
- Mountain Laurel.
- Sweet Pea.
- Leather-Leaf.
- Rhododendron.

### Answers

The following are answers to Study Series No. 20, which appeared in last week's LEADER:

231. (b), 233. (c), 235. (a), 236. (d), 237. (Brooklyn, 1-2-7-11-13, Manhattan, 6-9-16-19, Bronx, 8-10-14, Queens, 3-4-17-20, Richmond, 5-12-15-18).

A new set of questions and answers to above questions will appear in next week's edition of THE LEADER.

### Park Employees Discuss Reports on Budget

The Manhattan Council, Greater New York Park Employees' Association, Inc., will hold its next regular meeting on Thursday, May 8, at 8 p.m., at the Harlem Court House, 121st Street between Third Avenue and Sylvan Place, New York.

Committee reports on the budget hearing and Central Council will be heard and discussed. All members are requested to attend.

### Sponsors Scholarship

A free four-year scholarship for children of Catholic park employees is to be sponsored by the Catholic Guild of Park Department Employees.

Examination of eligibles, high school graduates, will take place at St. Johns University, 75 Lewis Ave-

nue, Brooklyn, on Saturday, June 14, at 9 a.m.

Candidates will be examined in English, American History, and High School Mathematics.

Further information can be obtained from Rev. Anthony Kieffer, Dean, St. Johns University, 75 Lewis Avenue, Brooklyn, or from James V. Mulholland, President, Catholic Guild of Park Department Employees.

### 150 Climber-Pruner Appointments

The eligible list for climber and pruner has been declared appropriate for temporary or seasonal jobs in the Department of Parks under the title of assistant gardener.

It is expected that there will be at least 150 temporary and seasonal appointments made from the climber and pruner list.

The present assistant gardener list, containing some 600 names, has been exhausted for this type of appointment.

### Changes in Names

Catherine Harris to Catherine Harris Reynolds; Sylvia Himmel to Sylvia Wexler; Herbert Kronengold to Herbert Cronen.

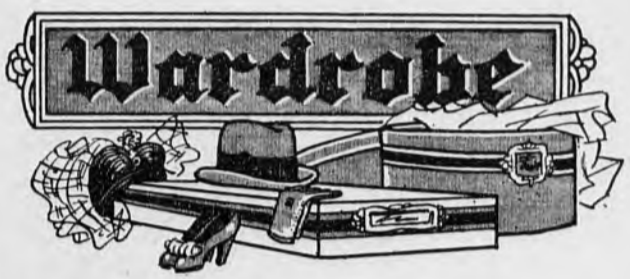
### Enginemen Will Take Surface Heater Jobs

A request from the Office of the President, Borough of Manhattan, that a competitive exam for surface heater operator be ordered by the Municipal Civil Service Commission, was denied this week. The Commission pointed out that the new auto engineman list is going to be used for this position and a recent questionnaire sent to eligibles revealed that a large number intended taking the practical test for the jobs.

### Questionnaire Being Sent to Clerk List

The new questionnaire form for eligibles, recently made up by the State Civil Service Commission, is now being sent to those on the Junior Clerk list. It was first used for Junior Steno eligibles. The main change in the form is that eligibles may change their minds about location and salary that they will accept only four times a year.

## IT'S TIME FOR A NEW



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# N. Y. State Tests Closing This Week

(Continued from Page 10)  
laboratory shop. Maximum age, 62. File until further notice.

**Junior Engineer, \$2,000.** Requirements: Completion of a four year engineering curriculum leading to engineering degree in engineering. Senior college student in engineering may also apply. Maximum age, 35. File until further notice. Senior Inspector for Engineering Materials, \$2,600; Associate Inspector, \$2,300; Junior Inspector, \$1,620. Maximum age, 65. File until further notice.

**Construction Inspection Coordinator.** Salary: \$3,000. Optional subjects: 1) hull; 2) electrical; 3) machinery. Age limits: 65. Requirements: applicants must have had professional experience in the field of at least four years and in addition at least four years of experience in the optional subject. File until further notice.

**Associate Entomologist (Taxonomy).** Salary: \$3,200. Requirements: Applicants must have graduated from college and had at least three years' responsible experience in taxonomy of the aculeate Hymenoptera. Upper age limit: 53. File until further notice.

**Research Chemist (Any Specialized Branch).** Principal, \$5,600; Senior, \$4,600; Research Chemist, \$3,800; Associate, \$3,200; and Assistant, \$2,600. File until December 31, 1941. Age limit: 55. Requirements: College graduation, and from seven to ten years of professional experience in the field depending on the grade of the position applied for.

**Principal Superintendent of Construction, \$5,600; Senior Superintendent of Construction, \$4,600 a year; Superintendent of Construction, \$3,800 a year; Associate Superintendent of Construction, \$3,200 a year.** Requirements: Seven to eleven years of experience in the field of general construction, of which a portion must have been as general superintendent on large construction projects involving excavation, reinforced concrete, steel, wood and masonry. Senior Superintendent: Engineering or technical college courses may be substituted, year for year, up to four years of the general experience. Maximum age, 58. File by Dec. 31, 1941.

**Instructor, Mobile Laundry, \$2,000.** Requirements: At least three years experience in laundry operations, use, upkeep and operation of modern washing and drying machinery, and preparation and use of laundry solutions. Also, at least two years experience as foreman, assistant superintendent or superintendent of large modern laundry or two years as instructor of organized classes in laundry operations or two years experience in the installation and instruction in the operation of machinery and solutions or any equivalent combination of (a), (b), or (c). Maximum age, 53. File until further notice.

**Assistant Communications Opera-**

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Calluses—Scientific Rite  
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**tor (Air Navigation), \$1,620.** Ability to transmit and receive by radio telegraph (International Morse Code) at a sustained speed of 30 words per minute copying on a typewriter. Maximum age, 50. File until further notice. Full details in Feb. 25 issue of The LEADER.

**Staff Dietitian, \$1,800 a year.** Requirements: A.B. degree, with major study in dietetics, including at least 18 semester hours in a combination of the following: food preparation, nutrition, and institutional management. Applicants will be accepted from students now serving in an approved graduate training course. File until further notice.

**Attendant, Neuro-Psychiatric Hospital, \$1,020 a year.** Requirements: Applicants must have completed at least 6 months of a resident training course in nursing; or 6 months of active service in the hospital corps. Three months of experience as Attendant performing ward duty in an institution for the treatment of mental or nervous diseases is acceptable. Age limits, 21 to 48 years. Applications may be filed until further notice.

**Principal Tool and Gauge Designer, \$2,300 a year; Senior Tool and Gauge Designer, \$2,000 a year; Tool and Gauge Designer, \$1,800 a year.** Requirements: Applicants must have had satisfactory designing training, or mechanical drafting and machine shop experience. The length and specialization of experience vary according to the grade of the position. Age limits, 18 to 62 years. Applications may be filed until further notice.

**Engineering Draftsman, \$1,800 a year; Chief Engineering Draftsman, \$2,600 a year; Principal Engineering Draftsman, \$2,300 a year; Senior Engineering Draftsman, \$2,000 a year; Assistant Engineering Draftsman, \$1,620 a year.** Maximum age, 55 years. File until December 31, 1941.

**Inspector Engineering Materials, Mechanical (Optical Instruments), \$2,000 a year.** Requirements: Applicants must have had at least 4 years of experience in the inspection and testing of optical instruments. Collegiate training in physics or optics; or related training may be substituted for experience. Age limits, 21 to 53 years. Applications may be filed until further notice.

**Junior Communications Operator (Air Navigation), \$1,440 a year.** Requirements: Applicants must have a first-class radiotelegraph operator's license or similar license issued by the Federal Communications Commission. Age limits, 18 to 50 years. Applications may be filed until further notice.

**Junior Communications Operator (High Speed Radio Equipment), \$1,620 a year.** Requirements: Applicants must have had 1 year of experience as Radio Operator in communications work, at least 3 months of which included operation of high speed radio communication equipment. Maximum age, 48 years. Applications may be filed until further notice.

**Machinist, \$6.72 to \$8.888 a day.** Requirements: Applicants must have completed a 4-year apprenticeship or must have had at least 4 years of practical experience in the trade. Applications from those with only 2 years of experience will be accepted and may be certified for appointment as the needs of the service require. Age limits, 18 to 62 years. Applications may be filed until further notice.

**Principal Inspector (Subsistence Supplies), \$2,600 a year; Senior Inspector (Subsistence Supplies), \$2,300 a year; Inspector (Subsistence Supplies), \$2,000 a year; Assistant Inspector (Subsistence Supplies), \$1,800 a year; Junior Inspector (Subsistence Supplies), \$1,620 a year.** Requirements: Satisfactory inspectional experience is necessary. The lengths of experience vary according to the grade of the position. Laboratory experience or college training may be substituted for part of the required inspectional experience. Maximum age, 53 years. Applications may be filed until further notice.

**Senior Inspector, Ordnance Material, \$2,600 a year; Inspector, Ordnance Material, \$2,300 a year; Associate Inspector, Ordnance Material, \$2,000 a year; Assistant Inspector, Ordnance Material, \$1,800 a year; Junior Inspector, Ordnance Material, \$1,620 a year.** Requirements: Applicants must have had satisfactory experience in the inspection and testing of raw or ordnance materials. Collegiate training in mechanical or civil engineering or metallurgy may be substituted for experience. The degree of difficulty of work performed and length and specialization of experience vary according to the grade of the position. Maximum age, 55 years. Applications may be filed until further notice.

**Toolmaker, \$7.20 to \$9.36 a day.** Requirements: Applicants must have completed a 4-year apprenticeship or must have had at least 4 years of practical experience in the trade. Applications from those with only 2 years of experience will be accepted and may be certified for appointment as the needs of the service require. Age limits, 18 to 62 years. Applications may be filed until further notice.

**Public Health Nurse, \$2,000 a year.** Requirements: Four-year high school course or 14 units of high school study; completion of a course in school of nursing; registered; completion of special course in public health nursing; one year or more of successful public health nursing ex-

## Defense Jobs

As a special service to readers, The CIVIL SERVICE LEADER will carry, beginning with this issue, a listing of defense openings for skilled and technical men in private industry. For further information about these jobs, get in touch with the New York State Employment Service, Clearance Office, telephone Murray Hill 3-9000.

**AUTOMATIC SCREW MACHINE SET-UP MEN.**—To make own forming tools. Recent experience required. Must be American citizen.

**BENCH MOLDBERS (foundry).**—Must be experienced in production work in jobbing foundry, green sand molds for brass, bronze and aluminum castings. Regular, 40 hours.

**COREMAKER (foundry).**—Must be experienced on large cores for grey iron or brass castings. Jobbing foundry work. Union scale. Regular, 40 hours.

**ELECTRICAL DRAFTSMEN AND DESIGNERS.**—Under 55 years. To do layout, design and drafting on light and power circuits. No specific educational requirements. Minimum of three years electrical drafting experience with consulting engineers or electrical contractors. Heavy industry experience preferred. Public utility, commercial or residential experience will be considered. Radio or electrical apparatus experience not acceptable. Must have checkable reference from first class firm. American citizen.

**GRINDERS, SURFACE OR CYLINDER.**—Able to do own set-up, work to plus or minus two ten-thousandths. Must produce proof of American citizenship and recent experience in this kind of work.

**MECHANICAL DRAFTSMEN.**—Under 35 years. Two years professional training. Two years experience in precision drafting.

**MILLING MACHINE HANDS.**—Only first-class workmen with minimum of four years recent experience need apply. To operate horizontal or vertical milling machines. Use dividing head and able to do own set-up. Must be American citizens.

**PLUMBING DRAFTSMEN AND DESIGNERS.**—Under 55 years. To do layout and design of plumbing systems and detailing of specific sections. No specific education requirements. Engineering degree not required. Minimum of three years experience in last eight years with consulting engineers or plumbing contractors. This specific experience absolutely necessary. Air-conditioning experience or experience as journeyman in the trade not acceptable. Must be American citizen.

**PRECISION LATHE HANDS (bench or engine).**—Must do own set-up. Work to plus or minus two ten-thousandths. Recent experience in this kind of work essential. Able to do all operations. Must be citizen.

**STRUCTURAL STEEL DESIGNERS AND DRAFTSMEN.**—Under 55 years. To do structural steel designing, detailing and drafting. Minimum of two years experience within last five. Heavy industrial type of building experience preferred. Experience on bridge, residential or commercial steel frame construction will be considered. Will not accept experience on ornamental iron (fire escapes, grills, etc.) or as expediting or construction superintendent. Must have checkable references from first class firm. Must be American citizen. Regular, 40 hours.

**TURRET LATHE OPERATORS.**—Able to do own set-up. Some recent experience required. To operate Warner-Swazey, Cincinnati, Cleveland, Jones and Lamson or Gisholt machine. American citizen.

**WOOD OR METAL PATTERN MAKERS.**—Thoroughly experienced making wood or metal patterns and core boxes. To work in jobbing pattern shop. Mostly patterns for machine castings. Regular, 40 hours.

perience. Additional credit for special experience. Maximum age: 40. File until further notice.

**Junior Stenographer, \$1,440 a year.** Open only to men. Requirements: The only requirements are that the applicants must meet the age limits and be U. S. citizens. There will be an examination, as follows: Copying from plain (typewriting), counting 25%; general test, counting 25%; stenography, 50%. Dictation is at

the rate of 96 words a minute. Any system of making notes, including the use of shorthand-writing machines, is acceptable, provided the notes are given to the examiner after being transcribed. The use of typewriter for making notes is not permitted. Applicants must supply their own typewriters and tables for the test. Any style of typewriter, except electric, is permitted. Maximum age, 53. File until further notice.

## State Tests

STATE SERIES STILL OPEN

Persons who wish to take the following state tests can still file applications until Friday, May 2; Assistant Examiner of Methods and Procedures, Assistant Principal, School of Nursing, Assistant in Test Development, Canal Section Superintendent, Compensation Examining Physician, Institutional Teacher (Trade Drawing), Institutional Vocational Instructor (Electric and Oxy-Acetylene Welding), Institutional Vocational Instructor (Machine Shop Practice), Junior Administrative Aide, Junior Personnel, Technician, Labor Mediator, Pharmacist, Senior Personnel, Senior Examiner of Methods and Procedures, Superintendent of Buildings and Grounds, Social Hygiene Medical Consultant, Supervising Nurse, Supervising Tax Examiner, and until May 23 for Superintendent, Department of Correction, Institutional Vocational Instructor, Assistant Foreman, Knitting Department, Public Health Nurse.

Residents of the following counties may file for the tests specified. Bronx: Bookbinder; Broome: Court Attendant, Probation Officer; Cattaraugus: Asst. Commissioner, Department of Health; Columbia: Junior Laboratory Technician; Erie: Chief Nurse; Probation Officer, Steward, Supervising Medical Social Worker; Franklin: Probation Officer; Oneida: Investigator, Librarian; Monroe: Physician, Visitor; Rensselaer: Children's Agent, Investigator; Onondaga: Machine Operator; Suffolk: Public Health Nurse; Westchester: Assistant Dietitian, Dietitian, Intermediate Account Clerk and Stenographer, Resident Physician (T.B.), Supervising Operator. Residents of the City of Newburgh may file for positions of Clerk and Chief Clerk.

Full requirements for the State-wide examinations appeared in THE LEADER, April 1, for the county tests, April 15.

**Nassau County**  
**Junior Epidemiologist**  
Department of Health. (Usual salary range \$4,000-\$5,000; appointment expected at minimum but may be made at less). File by May 16 at Mineola. Fee, \$3. Exam will be held May 24.  
**Duties**  
Under direction of the Commissioner of Health, carry on specific phases of public health work throughout the county; related work. Employees are not allowed to conduct a private practice but are required to work full time for the county.  
**Requirements**  
Candidates must be residents of New York State, but preference in certification will be given to those who have been residents for one year of Nassau County. They must be graduates of a medical school registered by the State Education Department and either licensed to practice medicine in the State or eligible for such a license. Either a) two years' full-time paid experience in a public health position; or b) one year full-time paid experience as epidemiologist; or c) completion of a post-graduate course in public health of one year in residence. Before appointment, a candidate must have a New York State driver's license and be prepared to furnish transportation on a mileage basis.  
**Basis of Ratings**  
Written, 3; training, experience, and general qualifications, 7.

**Buffalo**  
**Fee Collector (C and D)**  
C Grade: Salary \$1,300-\$1,500; three appointments expected. D Grade: Salary \$1,600-\$1,800; one appointment expected. For men only. File by May 13 at room 1001, City Hall. Fee, \$1. Exam will be held May 24.  
**Duties**  
Collect coins from city-owned parking meters; supervise and participate in counting and recording of collections.  
**Requirements**  
Candidates must be residents of Buffalo for the past two years. Graduation from eighth-grade school. Some experience in a bonded position of trust or in a position in which an essential duty was the responsible handling of cash. Measure not less than 5 foot 6 nor more than 6 foot 4, and weigh in proportion.  
**Basis of Ratings**  
Written, 7; medical-physical, 2; training, experience, and general qualifications, 1.

All the exams—New York City, New York State, and United States—open at this time are listed on the exam pages. For complete examination news, follow The LEADER's exam pages regularly.

## LEGAL NOTICES

**JOHANN JAKOB OBERHOLZER** ALSO KNOWN AS JAKOB OBERHOLZER—CITATION—The People of the State of New York, by the Grace of God, Free and Independent, to Kersten Furrer also known as Kaspar Furrer, Emma Gersbach, Lilly Mueller, Wilhelm Furrer, to Heinz Emil Gersbach, Adolph Muller, Willi Furrer and Annetarie Furrer, infants under 14 years of age, Fund of Community of Wald, Zurich Kantonal, Komitee der Stiftung fur das Alter, The Swiss Home being the persons interested as creditors, next of kin or otherwise, in the estate of JOHANN JAKOB OBERHOLZER also known as JAKOB OBERHOLZER deceased, who at the time of his death was a resident of 232 East 18th Street, New York City.

Send Greeting: Upon the petition of the Public Administrator of the County of New York, having his office at Hall of Records, Room 308, Borough of Manhattan, City and County of New York, as administrator, c.t.a. of the goods, chattels and credits of said deceased: You and each of you are hereby cited to show cause before the Surrogate's Court of New York County, held at the Hall of Records, in the County of New York, on the 10th day of June 1941, at half past ten o'clock in the forenoon of that day, why the account of proceedings of the Public Administrator of the County of New York, as administrator, c.t.a. of the goods, chattels and credits of said deceased, should not be judicially settled.

In Testimony Whereof, We have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. Witness, Honorable James A. Foley, a Surrogate of our said County of New York, the 21st day of April in the year of our Lord one thousand nine hundred and forty-one.

GEORGE LOESCH, Clerk of the Surrogate's Court.

**WASIL SARKOVITCH** ALSO KNOWN AS SARKOVICH—CITATION—The People of the State of New York, by the Grace of God, Free and Independent, to the Attorney General of the State of New York, U. S. Veterans Administration, Ella Chachitz, Nastasia D. Sarkovich, Wierna Sarkovich, infant under 14 years of age; Sergius Sarkovich, infant under 14 years of age; Michael Sarkovich, infant under 14 years of age; Pawel Czajczyk, Zosia C. Kozicka, Jan Danielkiewicz, Michael Danielkiewicz, Anna Danielkiewicz, Helena Danielkiewicz and to "Mary" Sarkovich or Sarkowich the name "Mary" being fictitious, the widow of Wasil Sarkovich, etc. deceased, if living, or if dead, to the executors, administrators and next of kin of said "Mary" Sarkovich or Sarkowich deceased, whose names and Post Office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein; and the next of kin of Wasil Sarkovich also known as Sarkowich deceased, whose names and Post Office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein; being the persons interested as creditors, next of kin or otherwise in the estate of Wasil Sarkovich also known as Sarkowich, deceased, who at the time of his death was a resident of 167 East 102nd Street, New York City.

Send Greeting: Upon the petition of The Public Administrator of the County of New York, having his office at Hall of Records, Room 308, Borough of Manhattan, City and County of New York, as administrator of the goods, chattels and credits of said deceased: You and each of you are hereby cited to show cause before the Surrogate's Court of New York County, held at the Hall of Records, in the County of New York, on the 3rd day of June 1941, at half-past ten o'clock in the forenoon of that day, why the account of proceedings of The Public Administrator of the County of New York, as administrator of the goods, chattels and credits of said deceased, should not be judicially settled.

In Testimony Whereof, We have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. Witness, Honorable James A. Foley, a Surrogate of our said County of New York, the 16th day of April in the year of our Lord one thousand nine hundred and forty-one.

GEORGE LOESCH, Clerk of the Surrogate's Court.

**VERONA MORITZ**—CITATION—The People of the State of New York, by the Grace of God, Free and Independent, to the Attorney General of the State of New York, Gabriel Moritz, Consul General of Hungary, Diana Rothschild, and to "John" Moritz, the name "John" being fictitious, the husband of Verona Moritz, deceased, if living, or if dead, to the executors, administrators and next of kin of said "John" Moritz, deceased, whose names and Post Office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein; and the next of kin of Verona Moritz deceased, whose names and Post Office addresses are unknown and cannot after diligent inquiry be ascertained by the persons interested as creditors, next of kin or otherwise in the estate of Verona Moritz, deceased, who at the time of her death was a resident of 218 East 70th Street, New York City.

Send Greeting: Upon the petition of The Public Administrator of the County of New York, having his office at Hall of Records, Room 308, Borough of Manhattan, City and County of New York, as administrator of the goods, chattels and credits of said deceased: You and each of you are hereby cited to show cause before the Surrogate's Court of New York County, held at the Hall of Records, in the County of New York, on the 27th day of May 1941, at half-past ten o'clock in the forenoon of that day, why the account of proceedings of The Public Administrator of the County of New York, as administrator of the goods, chattels and credits of said deceased, should not be judicially settled.

In Testimony Whereof, We have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. Witness, Honorable James A. Foley, a Surrogate of our said County, at the County of New York, the 10th day of April in the year of our Lord one thousand nine hundred and forty-one.

GEORGE LOESCH, Clerk of the Surrogate's Court.

## LIQUOR LICENSES

Notice is hereby given that License No. RL1120 has been issued to the undersigned to sell beer, wine and liquor at retail under the Alcoholic Beverage Control Law at 20 West 56th Street, City and County of New York, for on-premise consumption. Miyako, Inc., 20 W. 56th St.

# Study Aids for Coming U. S. Typist-Steno Exam

**C**AN you type 64 words a minute? Can you take dictation perfectly at the rate of 96 words a minute? If you can, you'll probably get 100 per cent on the examination for Junior Stenographer, Junior Typist, for which the U. S. Civil Service Commission is receiving applications until 4 p.m. Wednesday, April 30. Full requirements for this test, open to both men and women residents of New York City and Westchester, appear on page 10.

Applicants for this exam will be tested on their ability to type and take stenography only. There will be no general test. You need not study arithmetic, history, civics, or trigonometry. Candidates should brush up on their typing and stenography only. In order to help stenographers and typists prepare for this examination, The LEADER has compiled the following study suggestions and study material.

### Typists

Typists should remember that accuracy is all-important. From now until the date of the examination, for about five minutes daily, review the simple finger exercises which you learned in your first lessons on the typewriter. This will help you perfect your rhythm, which is essential to precise, firm, accurate strokes. Forget about speed, and you will be surprised how fast speed comes to you.

On the examination, typists will be given approximately 200 words of straight material on a general subject. They will be required to type this material for ten minutes. Candidates should remember to keep typing until they are told to stop. After completing the exercise, they should double space and begin all over again. In order to receive a perfect score on speed, the material should be typed three and one-fifth times, or about 64 words per minute. No more than eight mistakes should be made. Typists should take care to space, paragraph, spell, punctuate, and capitalize each line exactly as it appears in the exercise.

Practice typing the following exercise for ten minutes. Take your time and continue practicing daily until you are able to do each exercise errorlessly three and one-fifth times in the ten minute period.

### Exercise One

Despite the advances made within our generation in the mechanical arts pertaining to housing, a shockingly large proportion of our population is compelled by economic necessity to live in sub-standard quarters. From the dingy tenement of the crowded city to the squatter shack of the open plain, a wide variety of improper and inadequate housing exists. The fact that most of it is occupied should be taken as proof not of the preference of the tenant for that kind of shelter, but rather as evidence of his necessity for accepting it in the absence of better facilities at a price that he can afford to pay.

Housing is a matter of public concern because of its social impli-



### GOVERNMENT TRAINING COURSE

In-service training has become important to the work of all Civil Service employees—city, state and federal. The illustration above shows a typical class learning new techniques for improving their work. It's from the film, "Merit System Advancing."

It has long been noted that evils such as ill-health and juvenile delinquency seem to form an interrelated nexus with bad and crowded housing. In the interest of the people whose lives are thus affected, governments have found it necessary to zone and plan urban communities, restricting certain areas to residential use, others to purposes of recreation, and still others to the uses of industry and trade. Through building codes and by specific order, government has in recent years done much to protect society from the most serious hazards of poor housing.

### Exercise Two

The size of a community and its location with relation to natural and man-made resources is an important part of the background of any study. An industrial city of the Middle West, an important seaport on the Pacific Coast, a resort town on the Atlantic seaboard, a trading city which is a gate-way for migratory labor in the Northwest, an oil city in the Southwest, would each have different problems to view. A state capital may have more resources but less political and financial

power than its rival, a large industrial city. A county seat in a flourishing agricultural region is an entirely different sort of a place from one in a depressed mining area.

The subsidiary units of government themselves mean very different things—the state of Connecticut, for instance, where the county is of no political significance whatever, has been described as a "federation of independent townships," while farther west, the township may be scarcely more than a surveyor's unit on a map, and the county by far the more important unit of the local government. The city may be coterminous with the county, or it may enjoy independent status within the county. The municipality may carry out some governmental functions, and the county others, within the same area.

The position of Junior Stenographer pays \$1,440 a year. The test for Junior Stenographer will be fifty percent stenography, fifty percent typing. Although dictation will only be given at the rate of 96 words a minute, applicants should remember that this is the part of the examination flunked

by the majority of candidates on past tests. Therefore, stenographers should be sure that they avoid minute, trivial mistakes. They should come to the examination room fully prepared, with proper notebooks and writing equipment. A fine-pointed stenographer's fountain pen or a handful of good, well-sharpened pencils is absolutely essential.

The test for Junior Stenographer will consist of a practice dictation and two exercises of 240 words each. Only one of these exercises will be transcribed. Can-

didates will be allowed ten minutes to study their notes, and then they will be given twenty minutes to transcribe the material on the typewriter. It would be best for Stenographer candidates to have someone dictate the following passages for them. The person dictating should read the exercise a few times to himself, until he is thoroughly familiar with the material. He should read each set of lines in about 10 seconds. The candidate himself should not look at the following subject matter.

### Exercise One

Work in interpretation in the primary grades may well be treated as a normal problem of reading and writing period. The most common difficulties

in learning to read and write are interpretative difficulties period. The child at this stage in his life is laboring with what we might call

The key concepts which govern everybody's use of language period. These key concepts are separable and limited in number and can be presented to the

child and exercised one by one period. They are integral factors in the process of learning to read and write, and they should be

encountered, or at least led up to, in the earliest stages of the reading course period. The only way the child can grasp these

concepts, which are mere abstractions for him, is by analogy, or parallels period. The child may best become aware of them by being exposed

to a number of good examples in practical applications period. The child naturally is not told that these concepts are being presented to

him period. If they were named or any sign given that they were to be considered as separate units or processes, the child's mind might thereby

be closed against the growth and expansion of these concepts which should be encouraged in him in later stages of his education period.

Reading and writing may most economically be learned by a combination of the sentence and the phonetic methods period.

### Exercise Two

In perhaps a majority of the cases the question of application of the statute is thus going to turn on matters of fact period. At a later date

it may be possible for us to be more specific, after studies of the various financial and organizational set-ups of local, State and Federal

allocating agencies are completed period. At the present time, the foregoing analysis may assist you in determining whether any or all of the

incumbents of positions listed in the second category of your letter come within the terms of the law period.

On the basis of the facts supplied, it is believed that employees in the fourth and fifth categories are subject to the statute period. In con-

nection with the persons listed in the fourth category, designated generally as construction employees, it may be noted that the Commis-

sion's ruling turns on the financing of the activity involved rather than the division and specific allocation of the federal and State funds on the jointly financed activity period.

In the third category, maintenance employees, it appears that

the strictly local activity is contemplated, planned, and conducted entirely independent of Federal participation period. It is believed that

on the basis of the statements in your letter, these maintenance employees would not be subject to the Hatch law period.

# U. S. Retirement System Explained

By Lewis H. Fisher  
Chief, Retirement Division, U. S. Civil Service Commission

One of the advantages of working for Uncle Sam is the liberal retirement system provided for federal workers. There is a pension for all retired employees to guarantee security in old age. If an employee is disabled, he receives an annuity during the period he is incapacitated.

The development of the federal retirement program is the outgrowth of a mutual desire of both employer and employee to protect the latter in old age. The legislation which paved the way for this system was enacted just about 21 years ago, and the retirement program now embraces the majority of U. S. workers.

### Who Is Covered?

There are some 650,000 employees subject to the provisions of the Civil Service Retirement Act. These are distributed through the executive, legislative and judicial branches of the government. Originally only employees in classified (or competitive) positions were members of the retirement system; now, however, amendments to the original law have extended its provisions to many

groups of unclassified workers. Two years ago the President appointed a committee to study still further extensions of the retirement program, but this group suspended its work pending enactment of the Ramspeck Bill to extend the classified Civil Service. Now that this bill has passed, thousands of additional federal workers will be brought under a classified status and will be entitled to participate in the retirement system.

There is considerable pressure at the present time to the extension of the Civil Service Retirement Act to cover all employees in the government, including appointive officers, without regard to their Civil Service classification. Such a move would bring under the provisions of the Act more than 1,000,000 men and women.

### Annuity Benefits

**Age and Disability Annuity:** There are two factors which are used in computing the amount of the annuity; first, that amount payable by the government, equaling \$30 a year for each year of service up to 30 years (this may not exceed three-fourths of the highest salary received for five consecutive years, nor may it be less than the employee's purchasable annuity); and, secondly, that amount of annuity purchases with the employee's contributions of 3½ percent to which the government adds 4 percent with compounded annual interest. An additional proviso guarantees a minimum annuity of \$1,200 to employees with 30 years' service who have received as much as \$1,600 for

any five consecutive years of service. The average annuity paid during 1940 was \$965; the highest rate was \$1,900 and the lowest \$54.

**Annuity Upon Involuntary Loss of Job:** In addition to age and disability annuities, provisions are made for annuities for employees involuntarily separated from the service before they become eligible for regular retirement. If the employee is over 55 and has been in the service for 15 years, and if his separation is not caused by delinquency or misconduct, he may receive an annuity based, of course, on how long he has worked and the amount of his contributions. He may either have an immediate annuity or elect to have payments begin at the age he would normally retire.

**Joint and Survivor Annuity:** An employee eligible for retirement may elect to receive a reduced annuity during his lifetime, and after his death to his beneficiary. The amount the latter receives can be equal to or 50 percent of the reduced annuity of the retired worker. In any case, however, the two pensions must have a combined actuarial value on the date of retirement equal to the actuarial value of the single life annuity with forfeiture.

### Additional Voluntary Deposits

Any employee may make additional voluntary deposits, in multiples of \$25, but not to exceed 10 percent of the basic salary received since August 1, 1920. These are used to purchase, on the retirement,

date, annuity in addition to that on the basic computation. These special deposits earn 3 percent interest compounded annually, instead of the 4 percent allowed on compulsory deductions.

### Basis for Financing Fund

Each member of the pension fund pays 3½ percent of his salary. A retirement his contributions, with interest (less \$1.00 a month for each month of service since July 1, 1930) are used to purchase an annuity, which the government adds from its contributions.

The Retirement Act does not set a definite percentage contribution payable by the government. Annual appropriations follow the recommendations of the Board of Actuaries as to the amount required for current expenses for amortization of accrued liabilities.

### Savings Features

For those employees who do not attain eligibility for annuity benefits, a secondary benefit is provided. Both mandatory and voluntary contributions establish compulsory savings accounts with interest compounded annually. These are refunded in the event of the death of employees while in active service and upon separation from the service.

(To Be Continued)

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# BULLETIN BOARD

All Civil Service organizations are invited to forward notices of meetings and events for appearance in the Bulletin Board. Please have your notice in by Friday of the week preceding date of the event. There is no charge for this service.

## HOLY NAME SOCIETY, DEPT. OF PUBLIC WORKS

The Department of Public Works Holy Name Society will hold its Third Annual Communion Breakfast at the Hotel Edison, 47th Street, west of Broadway, New York City, on Sunday, May 4, 1941, at 10 a.m. The men will receive Holy Communion at the 9 o'clock Mass at St. Patrick's Cathedral and will then march in a body, behind the St. John's Home Band, to the hotel.

The final selection of speakers has not been made but the following have accepted invitations to address the gathering: James F. Twoby, a prominent Brooklyn attorney and outstanding Catholic layman; George J. Lent, a prominent educator from Queens County, and Irving V. A. Huie, Commissioner of Public Works. The breakfast will be broadcast over Station WNYC from 11:30 a.m. to 12:30 p.m.

Joseph F. Maher, tenor, will be the soloist and the Department of Public Works Glee Club will entertain with a selection of songs during the breakfast.

Brian L. Spencer, chairman, Edwin Hourigan and Edward P. Green, vice-chairmen of the breakfast committee, are being assisted by the following committee members: Francis X. Foley, Michael S. Haley, Patrick Hurley, William M. Kelleher, John P. Reardon and Arthur J. Scanlon. Victor Dergilio is in charge of tickets; Joseph M. Giblin is in charge of publicity and James Pigot is in charge of the program. Francis J. Laverty will be the toastmaster.

The officers of the society are Lawrence J. O'Connor, president; Andrew Brice, vice-president; Joseph M. Giblin, executive member; Edward P. Green, secretary; Joseph Walker, treasurer; Paul Corbett, financial secretary; and Philip Murphy, marshal. The Rev. Joseph F. Flannely, administrator of St. Patrick's Cathedral, is moderator of the society.

## LONG ISLAND ASCSE

Three new members were admitted into the Long Island Inter-County State Park Chapter of the Association of State Civil Service Employees at the regular bi-monthly meeting last Wednesday at the Wantagh Fire House. Motion pictures were shown by the chairman of the educational committee, Fred Dolton.

## GENERAL INVESTIGATOR ELIGIBLES

The General Investigator Eligibles Association, formerly known as the Customs and Immigration Eligibles Association, will meet at 8 p.m. sharp, Wednesday, April 30, at the Hudson Park Public Library, 10 Seventh Avenue South, Manhattan. Reports will cover developments affecting Junior Investigator Customs and Immigration lists, and Assistant and Associate Investigator lists for Law Accounting, Pharmacy and General groups.

## HEALTH TEACHERS

A general meeting of the N. Y. C. Health and Physical Education Teachers' Association will be held Thursday, May 1, at the Hotel Pennsylvania at 8 p.m. The meeting will be devoted to discussions of the results and conclusions drawn from examinations of draftees under the selective service program.

The annual meeting of the group will be held Thursday, May 15, at the Roosevelt Hall, American Museum of Natural History. The meeting is scheduled for 8 p.m. and will be featured by an election of officers.

## FEDERATION OF ARCHITECTS, ENGINEERS, TECHNICIANS

The Civil Service Chapter of the Federation of Architects, Engineers, Chemists and Technicians, has announced that it will give a series of lecture-forums on the general aspect of City Planning. The first to be held on Tuesday, April 28, at 8 p.m. in Room 600 at 3 Beekman Street, will be an introduction to the Phases and Scope of City Planning. Professor Carl Feiss of Columbia University will lead the discussion. An additional feature of the evening will be a screening of the sound film "The City."

## VETERAN FIREMEN'S ASSOCIATION

The Veteran Firemen's Association of Twenty Years Active Service in the Fire Department of New York will conduct its annual memorial services at the Volunteer Firemen's Room, Borough Hall, Brooklyn, at 8 p.m., Monday, May 5. Hon. Francis X. Giaccone, city magistrate and former deputy fire commissioner, will render the memorial address. Fire Department chaplains will participate in the services.

Albert A. Faubel is chairman of the memorial service committee.

## ATTENDANT MESSENGER ELIGIBLES ASSOCIATION

The next meeting of the Attendant Messenger Eligibles Association will be held at the Hudson Park Library, 10 Seventh Ave., South, on Friday, May 23, at 8 p.m. The library is close to the Houston St. station on the 7th Avenue Subway and the West 4th St. Station on the 8th Avenue line.

At the association's most recent meeting, Irving Adler was unanimously elected president and Sol Cohen was elected temporary secretary-treasurer.

## PARK EMPLOYEES

The Manhattan Council of the Greater New York Park Employees Association will hold its next regular meeting at the Harlem Courthouse, 121st St., between Third Ave. and Sylvan Place, Manhattan, on Thursday, May 8, at 8 p.m.

Committee reports on the budget hearing, the meeting of the Central Council and other important business, will be presented.

# What Every Sergeant Should Know

## Study Material for Coming Police Test: Part 18

### Question 18

Although the Police Department has done considerable to reduce the number of traffic accidents, the annual toll of injured and dead due to automobiles in this city still commands serious attention. What steps are taken by the Department to reduce these accidents to a minimum and what are the chief difficulties confronting the Department in this regard?

### Answer to Question 18

#### A. Steps taken by the Department.

1. Although safety activities in regard to vehicular accidents were always considered important, it was due to the Inter-Precinct Safety Competition which started in 1934 that sufficient impetus was given to these activities to make all members of the Department as well as the public conscious of their importance.
2. As a result of this safety campaign, in a National Safety Contest conducted throughout the United States in 1936, New York City gained first place among cities of over 500,000 population and was awarded Grand Prize of all cities. Since then this city has compared very favorably with other large cities in the matter of safety.
3. The nucleus around which the Department Safety Campaign revolves is the Safety Bureau which is under the direct supervision of the Chief Inspector.
4. In this Bureau as well as in Patrol Precincts and Traffic Districts, accident location maps are maintained. These maps show at a glance locations of high accident frequency and serve as a basis for study and recommendations to remove contributing causes.

study and recommendations to remove contributing causes.

5. To each patrol precinct is assigned a safety patrolman whose principal duty it is to investigate accidents within his precinct, to make necessary reports and recommendations and to perform all other duties in regard to safety, as directed by the Commanding Officer of the Precinct.

6. The Inter-Precinct Safety Competition in patrol precincts is based upon accident reduction, law enforcement, public education and accident reporting.

(a) Accident Reduction is judged on a basis of comparison with the precinct's previous accident record. The Commanding Officer of each precinct takes the necessary steps and makes the necessary recommendations to eliminate conditions which cause accidents in his precinct. The Engineering Bureau is constantly working on devices to aid in the reduction of accidents.

(b) Law Enforcement. There is no intent on the part of the Department to indiscriminately issue summonses for traffic infractions. In minor cases where a warning will suffice, such action is taken. In more serious cases, especially violations which are considered to be the causes of the majority of the accidents, summonses are served or arrests made. The most flagrant of these are:

1. Driving while intoxicated.
2. Defective brakes.
3. Eight foot law.
4. Failed to stop on signal.
5. Failed to signal.
6. Failed to give right of way.
7. Not keeping to the right.
8. Reckless driving.
9. Improper turn.
10. Speeding.

In regard to law enforcement, the Motorcycle Squads and Traffic Precincts play a leading role, in addition to Patrol precincts.

(c) Public Education—The Department is cognizant of the fact that this is the most important phase of the accident prevention campaign and as a result, a tremendous amount of time and effort is devoted to it. The following means are used by the Department to encourage the public to cooperate:

1. Lectures—To school teachers and other groups at the Police Academy; to school children, public gatherings, theatre audiences, clubs, etc.
2. Radio Broadcasts—Station WNYC and other local stations.
3. Safety posters and signs placed in store windows and in strategic locations.
4. Distribution of safety literature, traffic regulations, etc.
5. Press releases, comparative accident data periodically.
6. Cooperation of fleet owners to conduct safety competition among their drivers.
7. Safety parades.
8. Display of traffic equipment to the public.

(d) Accident Reporting—This concerns principally the patrolman on post who is the member of the Force actually at the scene of the accident and who is in a position to determine either from evidence or witnesses or statements of those involved, the actual causes of accidents. Considerable time is spent in instructing members of the Force coming into the Department in the proper technique in obtaining information and reporting accidents. Desk Officers and Commanding Officers of Precincts carefully examine reports of patrolmen to see that sufficient information is furnished to show the contributing factors to each accident.

In all serious and fatal accidents, the Motor Vehicle Homicide Squad conducts a thorough investigation, tests vehicles and endeavors to determine whether there was negli-

gence on the part of the operator or a defect in the vehicle involved in the accident. If a defect is found in the vehicle, a summons or arrest is usually the procedure followed.

### B. Chief Difficulties Confronting the Department.

1. Lack of sufficient personnel to properly cover all important traffic crossings, to engage in safety work or assign to motorcycle duty.

2. Pedestrian traffic—Inability to control the pedestrian. Through the United States 40 percent of all persons killed by autos are pedestrians.

3. Accidents to children—Although a marked improvement was shown in reducing these accidents, the activities of children cannot be controlled to the extent of eliminating them as a factor in vehicular accidents.

4. Reluctance of witnesses to cooperate—Causes of accidents very often could be easily determined if eyewitnesses would come forward and cooperate with the department.

5. Defective vehicles—Due to the fact that no periodic examinations of vehicles are conducted, defects are only brought to light after an accident, when it is too late.

6. Human failure—The element of human failure in the operation of automobiles is beyond the control of the Police. Physical examinations of drivers should be given periodically.

7. Parking and Traffic Congestion—There are more vehicles on the streets than can be accommodated adequately.

Although all accidents cannot be prevented it is the aim of the Police Department to reduce accidents to their absolute minimum.

### Question 19

How is the Police Department concerned in Parole and what Departmental procedure is followed in regard to parolees?

Work out the answer to this question, then compare it with the answer which will appear here next week.

### State Promotion Exams

The State Civil Service Commission opened filing this week for the following promotion tests:

Junior Civil Engineer (Bridge and Grade Separation). Group 7, Grade 2, Transit Commission. (Usual salary range \$2,400-\$3,000; appointment may be made at less than minimum.) Fee, \$2. File by May 9.

Supervising Corporation Tax Examiner, Corporation Tax Bureau, Department of Taxation and Finance. (Usual salary range \$3,120-\$3,870.) Fee, \$3. File by May 9.

Principal Purchase Clerk, Albany Office, Insurance Department. (Usual salary range \$2,200-\$2,700; appointment may be made at less than minimum.) Fee, \$2. File by May 14.

Assistant Stenographer, Albany and Buffalo Offices, Department of State. (Usual salary range \$1,200-\$1,700; appointment expected in the Main Division at minimum but may be made at less.) Fee, \$1. File by May 14.

Junior Statistician, Department of Social Welfare. (Usual salary range \$2,100-\$2,600; appointment may be made at less than minimum.) Fee, \$2. File by May 14.

Associate Income Tax Examiner, Income Tax Bureau, Department of Taxation and Finance. (Usual salary range, \$3,120-\$3,870.) Fee, \$3. File by May 6.

Senior Commodities Tax Examiner, Commodities Tax Bureau, Department of Taxation and Finance. (Usual salary range \$2,400-\$3,000.) Fee, \$2. File by May 6.

Senior Account Clerk, Department of Public Welfare, Onondaga County. (Usual salary \$1,400.) Fee, \$1. File by May 14.

Senior Claims Clerk, Department of Public Welfare, Onondaga County. (Usual salary \$1,400.) Fee, \$1. File by May 14.

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### SAFETY SERVICE INSPECTOR ELIGIBLES

Progress on various plans to extend the use of the Safety Service Inspector list will be made Wednesday night, April 30, at a meeting of the eligibles in room 411, Pulitzer Building, 63 Park Row, New York City. The meeting is called for 7:30 o'clock.

### EX-MOUNTED MEN'S GARRISON, ARMY AND NAVY UNION

The next meeting of the Ex-Mounted Men's Garrison of the Army and Navy Union will be held Tuesday, April 29, at 8:30 p.m. The meeting will be held at the Central Queens YMCA, 89-25 Parsons Boulevard, Jamaica, L. I.

### AUTO ENGINEMAN ELIGIBLES ASSOCIATION

The first meeting of the Auto Engineman Eligibles Association will be held at the Rand House, 17 East 15th Street, New York, Tuesday, April 29, at 8 p.m. All the eligibles on the Auto Engineman list are urged to attend the meeting. Questions concerning the status of the list, the nature of the practical tests and the possibilities of appointment will be answered.

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# "Transfer Journal"

## Departments Aren't Using It

There have been no requests from department heads so far to use the new Transfer Journal sent around three weeks ago by the Municipal Civil Service Commission. This journal contains the names of some 200-odd city employees who, for one reason or another, desire to transfer their jobs to other departments or other locations.

The Commission has asked all departments to use this list whenever possible in filling vacancies rather than to request certifications from eligible lists.

The initiation of the transfer program is frankly an experiment with the Commission, and it is designed to meet the problem caused by the difficulty of employees in effecting transfers.

The Commission expects that another two or three weeks must elapse before an idea can be gained of the effectiveness of the new approach to the problem.

If it is successful, other lists will be published at three-month intervals. Meantime, employees seeking transfer can send in their requests to the Commission, and they will be included on the next Transfer Journal.

## Over 1,100,000 in U. S. Service

Employment in all parts of the executive branch of the federal government reached 1,119,641 on December 31, 1940, a survey released this week discloses. However, figures for employment since that time are not available, and the total has swelled greatly in the four months. In the New York area alone more than 1,000 persons a week are getting U. S. government jobs.

The tabulation published last week by the U. S. Civil Service Commission shows that of the 1,119,641 federal employees, over 80 percent are in the classified (or competitive) service.

Of the number of employees added since June, two-thirds were men, but the rate of increase among women at the same time was greater than

among men. The rate of increase among women was 27 percent, compared with 10 percent for men.

In June, 1916, the year before the U. S. entered the war, the number of federal employees stood at 480,327. One year later the figure had increased to 517,805.

On Armistice Day, 1918, there were 917,760 U. S. employees—a record which stood unbroken until June, 1939.

Officials predict that within the next 12 months at least 200,000 and possibly 300,000 more workers will be added for the national defense program, and even at the beginning of 1942 the nation's rearming will not have reached a peak effort, so that employment figures are going to set records for months and even years to come.

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## Future State Tests

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

April 30—Onondaga County—Fireman.

May 1—St. Lawrence County—Assistant Probation Officer.

May 8—Westfield State Farm—Assistant Electrician.

## Civil Service Amateur Night

Monday, May 5, is the date. The stage of the Fox-Fabian Theatre in Brooklyn is the place, and it's still not too late to enter the Civil Service Amateur Night. If you sing, dance, play any musical instrument—or if you can entertain with something out of the ordinary, don't fail to get your application in for the amateur night, which is being sponsored jointly by the Civil Service LEADER, and Michaels Brothers furniture stores. Proceedings, direct from the stage, will be aired over radio station WMCA.

Everyone competing will receive a swell prize—with the added chance of winning one of the two grand prizes. These will be awarded on the basis of votes cast by the theatre and radio audiences.

Anyone connected with Civil Service—eligible or employee—may compete without any obligation on his part. Just drop a postal card or the coupon below to Box A.N., The LEADER, 97 Duane Street, New York City. And if you're not competing, don't forget to attend or to listen in on the fun as your companions in Civil Service strut their stuff.

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I am an eligible on the..... list.

Name.....

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City..... State.....

# Amusement Parade

By SIDNEY GANS

## ON THE STAGE

**Saroyan's in Again**

Second thoughts about first nights: "The Beautiful People" at the Lyceum Theatre was not only written, produced and directed by William Saroyan, but is about William Saroyan. To this playgoer, at least, the startling Saroyan's new effort is the autobiography of his mind, speaking mostly through his fifteen-year-old whimsical hero of the strange Webster household... a hero who doesn't believe in verbs and writes the most intriguing one-word books, no more vague than a Saroyan play.

Fascinating are these "beautiful people," although they as well as their audience know how unreal they are... the kind and loving Agnes, "St. Agnes of the Mice" her friends call her; and Jonah Webster, the head of the household, who likes to speak to people on street corners—any people; the quaintly named Harmony Blueblossom; William Prim, a vice president who lives in the happy memory of one jaunt to Mexico; and all the others—perhaps even the audience which pretends to find meaning in Saroyan.

Despite the lack of plot and dramatic incident, there is a certain compelling charm and whimsy which in themselves are sufficient to sustain the playgoers' absorbed interest through the entire action—or rather, inaction. For instance, such delightful moments as the discovery by "St. Agness" of her name spelled out in flowers by "her" mice are the kind of theatre that made a few critics swoon and vote for this as the "best play of the season."

The casting of "The Beautiful People" is particularly noteworthy. For his two important young people, Saroyan chose not experienced juveniles but a pair of dancers who never spoke a stage line on Broadway before, Eugene Loring and Betsy Blair. The latter only lately was a chorus girl in "Panama Hattie." The rest of an excellent cast includes Curtis Cooksey, E. J. Ballantine, Fredrica Slemmons, Farrell Pelly, Edward Nannary, Don Freeman and Peter Xantho.

## The Critics Choose

Fortunately for the Critics Circle's collective face, there have been several plays in the season now ending one of which could be passed off as the "season's best." "Watch on the Rhine" was finally chosen for this honor, after several of the critics had shaken off the influence of the previous night's Saroyan opening. But it just wasn't fair that "Native Son" should have been considered at all in the voting, for it was a foregone conclusion that at least two papers' representatives would get their stage and screen a bit mixed up and vote against Orson

## Erratum

We should have known better but last week Spring was in the air and we were a little woozy. In a sketch on Joseph Patterson, new assistant budget director, we inadvertently wrote that Lester Stone had returned to the Mayor's office as "press and public relations secretary." Actually his job is that of Executive Secretary to the Mayor, in charge of all administrative duties. He was press and public relations secretary six years ago before going to the Budget Director's Office.

Sorry.

## Welles' "Citizen Kane" rather than for Orson Welles' "Native Son."

**Last Week of Circus**

The Big Show—Ringling Bros. and Barnum & Bailey Circus—will depart from Madison Square Garden after next Sunday night's performance, marking the end of one of its most successful New York engagements. And no wonder the crowds have been so big! Besides the usual animals and daredevil acts, the circus this year has added spectacle and color as it never boasted before. The lavishness of the King Cole pageant and the "Evening in Central Park" number will be talked about long after the troupe has given way again to the Garden's boxers, bike riders, etc.

## ON THE SCREEN

This week's important picture event, of course, is the opening of Orson Welles' "Citizen Kane" at the Palace Theatre on Thursday. Publicized no little by the controversy 'round the youthful producer-director-writer-actor and preceded by reports of its excellence as motion picture entertainment, "Citizen Kane" must live up to great expectations. Thursday night will tell.

In the meantime, here are brief reports of some of the new movies:

**"The Flame of New Orleans"**

The makings of good entertainment are in the Rivoli Theatre's new fare, "The Flame of New Orleans." Marlene Dietrich is its star, Rene Clair is credited with its direction. And Norman Krasna is its author. The light touch of M. Clair, who directed "The Ghost Goes West," is again in evidence. Marlene, is, as ever, glamorous in a role which shows her off to her best advantage. The cast also includes Bruce Cabot, Roland Young, Mischa Auer, Andy Devine, Melville Cooper and Laura Hope Crews.

**"Ziegfeld Girl"**

With any such title as "Ziegfeld Girl," naturally the first thing you'd expect is "the glorified American girl." And Metro-Goldwyn-Mayer does not disappoint. The pick of Hollywood's beauties, led by Lana Turner, adorn the Capitol's screen. Although the story is one born in the minds of Hollywood scenarists rather than inspired by nostalgic memories of Ziegfeld Alley, what matter as long as the "glorified" girls and the talent of Judy Garland and the wealth of M-G-M make this as lavish and bright a musical extravaganza as Ziegfeld himself ever could have dreamed. Jimmy Stewart and Hedy Lamarr are the principal

## names on a lengthy list handling the straight story part.

**Palisades Park**

The sensational California Skyettes, who perform thrilling acrobatic feats 100 feet above the ground, open as the free attraction at Palisades Amusement Park, N. J., starting this afternoon, Monday, April 28th. The Skyettes will present two shows daily all this week, at 5 P.M. and again at 10 P.M., and will stage three shows next Saturday and Sunday.

The popular Jersey playground opened the 1941 season last Saturday, introducing various new rides and attractions. Among the new innovations, which appealed to the crowds on the opening weekend, are the "Wall of Death" imported from the New York World's Fair, and the "Sky Rider" an entirely new ride making its debut at Palisades Park.

## DAILY DOUBLE AT JAMAICA

The highly popular system of pari-mutuel betting, the daily double, will get its first trial at Jamaica for the six racing days of this week. Next to a sweepstakes, this is the only way to win a small fortune in one day at a race-track. Just in case you're not familiar with the daily double, it works like this: Pick the winners of the first two races; go to the daily double window with two bucks. Give the ticket-seller the numbers of your selections with the two bucks. Go under the grandstand and hide until the second race is over. All the dough bet on the daily double is pooled and split up among those holding winning tickets. If you are the only one to pick the right combination, you get all, less the track's ten percent cut. Highest payoff on a daily double at an American track: \$10,772.40. Good luck!

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# Many U.S. Exams Closing

The U. S. Civil Service Commission announced this week that the examinations for 27 skilled trade jobs, which have been open for nearly two years, will be closed on May 1. At the same time new announcements will be issued to cover 13 of the skilled positions.

The reason for closing out the remainder of the exams is that the Commission has enough applications on file for the time being. In several cases as many as 3,000 men have applied.

The tests closing May 1 are: Anglesmith, heavy fires; Anglesmith, other fires; Blacksmith, heavy fires; Blacksmith, other fires; Boat-

builder; Boilermaker; Chipper and Caulker, iron; Coppersmith; Die Sinker; Driller, pneumatic; Flange Turner; Frame Bender; Gas Cutter or Burner; Helper Shipfitter; Hold-on; Loftman; Molder; Pipecoverer and Insulator; Puncher and Shearer; Riveter; Rivet Heater; Sailmaker; Saw Filer; Sheet Metal Worker; Shipfitter; Welder, Electric (specially skilled); Welder, Gas.

A new announcement has been issued to cover the following positions: Anglesmith, heavy fires; Anglesmith, other fires; Blacksmith, heavy fires; Chipper and Caulker, iron; Coppersmith; Die Sinker; Flange Turner; Frame Bender; Loftman; Sailmaker; Shipfitter; Welder, Electric (specially skilled); Welder, Gas.

# Stores Clerk Eligibles

## Active on a Variety of Matters

Here's a summary of what eligibles on the Assistant and Senior Mechanical Stores Clerk list have been doing:

## Age Limits Increased to 65

Age limits for candidates for skilled trade jobs in the Ordnance Division of the Army were increased this week from 62 to 65 by the U. S. Civil Service Commission.

It is expected that the higher limit may soon be applied to jobs in other branches of the government.

The increasing shortage of skilled trade craftsmen has caused the Commission to relax former requirements in an effort to recruit sufficient help to man the nation's vast defense program.

Skilled trade workers, even those who have not been practicing their trade recently, are almost certain of appointment to some defense agency, according to present policies of the Commission.

1. They contacted the U. S. Civil Service Commission on having their list used instead of setting up a new Storekeeper register. The Commission told them that the exam was already scheduled, but that their list would be considered in the future. The association urged the eligibles to file for the federal test, and to mention in their applications that they are on the State list.

2. They contacted personnel officers of all State departments on the matter of having their lists declared appropriate for jobs. Several favorable answers were received.

3. They plan to make personal protests to their State Civil Service Commission at its next meeting over certification of the lists according to judicial districts. Particularly peeved are the Senior eligibles, who say they took a technical five-hour test without having been told of the judicial-district restriction.

These and other matters will be taken up by the eligibles at their next meeting, scheduled for Thursday night, May 8, at 8 o'clock, at Washington Irving High School, 16th Street and Irving Place, New York City.

# Half-Way Mark In Sanitation Course Reached

Harry R. Langdon, Director of the In-Service Training Courses of the New York City Department of Sanitation, announces that the half-way mark has been turned in the present series and that the schedule for the remaining discourses is as follows:

April 29—Street Cleaning Operations, Manhattan, The Bronx and Richmond. Speakers: Borough Supt. Samuel Edson, Manhattan; Borough Supt. Philip Wohlf, Manhattan; Asst. Borough Supt. John Donnelly, The Bronx; Borough Supt. Jos. A. McDonald, Richmond.

May 6—Motor Equipment. Speaker: Loron G. Kurtz, Director of Motor Equipment.

May 14—Street Cleaning. (a) Medical Division; speaker, Joseph Weinberg, M.D., Chief Medical Examiner. (b) Inspection Division; speaker, James V. Pettit, Chief of Division. (c) Sanitary Education; speaker, Mrs. May M. Gooderson, Director of Sanitary Education.

May 21—Street Cleaning Operations, Brooklyn and Queens. Speakers: Boro. Supt. James J. Cunningham, Brooklyn; Boro. Supt. Joseph P. Lee, Brooklyn; Boro. Supt. Andrew Mulrain, Queens.

May 27—Maintenance of Staff Morale; speaker, Matthew J. Diserio Asst. to Commissioner. Salient Features of the Department; speaker, Matthew Napear, Secretary of the Department. Finance and Supply; speaker, Harry R. Langdon, Chief, Division of Finance and Supply, Supervisor of Training.

The attendance so far has exceeded all expectations, averaging over 2,000 persons at Hunter College of the City of New York each Tuesday.

The models, charts and slides have proven a great aid in connection with this in-service training, and the employees who are taking these discourses feel they will greatly add to their knowledge in connection with the coming promotion examination to Assistant Foreman.

## 3 Out of 4 Call Tests "Fair"

Three out of every four candidates who take civil service tests held by the Municipal Civil Service Commission think their tests are fair. The Commission found this out by asking all candidates on four recent tests a series of questions on the tests. Was the test too difficult? 37 said yes, 3 no, 5 couldn't make up their minds. Was the test calculated to select the best candidates? 21 said yes, 11 no, 8 undecided.

Altogether the Commission asked 17 questions as to the fairness, clearness, announcements, scoring methods of the tests. Candidates were told their answers would not affect their mark. A total of 63 percent of the candidates thought their tests were fair, 24 percent disagreed, 13 percent didn't know. Officials of the Commission point out that among the 63 percent who thought their tests fair were many who failed.

## Training Program For DPUI

Steps toward a full-grown in-service training program for employees of the Division of Placement and Unemployment Insurance were taken last week when the Social Security Board approved a 100 per cent increase in personnel for the DPUI Training Unit. The new budget goes into effect on July 1.

The new professional staff of the Unit will include Director Harold R. Enslow, one Training Supervisor, and six Training Assistants. An open competitive test for the last-named post is on the exam agenda of the DPUI, to be held probably in June. According to Enslow, the training activities of the DPUI will include these points:

1. Induction training for all new appointees immediately upon joining the Division.
2. Continuous job training covering procedures and methods in all units.
3. Training in the principles of administration and management for all those in supervisory posts.
4. Occasional programs for supervisory employees on the long-range objectives and the administrative problem of the employment security program.

# News About State Lists

Three promotion lists will be established within the next week or two by the State Civil Service Commission: Junior Compensation Claims Auditor; Senior Insurance Examiner, Insurance Department; Steward, Westchester County.

Investigations of those who passed the written and physical parts of the State Trooper test are now going on. The list should be out within the month. The physicals were completed last week.

The physical exams for the top 1,000 on the coming Prison Guard test start this week, with the exam-

iners in New York City from May 6-10. Eligibles who filed for the May 10th Court Attendant test have been able to schedule their physicals on another day. The list won't be out until June.

The lists for Toll Collectors in the New York State Bridge Authority and for Westchester County are expected within the month. Factory Inspector has been held up, and won't be out until June.

Sixteen appointments have already been made from the Assistant Social Worker, Mental Hygiene Department list. No. 29 starts to work at Newark State School on May 1.

# Old Fines Don't Count in Sanitation Test

In computing record and seniority for the promotion exam for assistant foreman, Department of Sanitation, the Municipal Civil Service Commission will adopt a policy similar to that used for police and fire promotion exams.

In the announcement of requirements and basis of rating for the test, the Commission made no mention of how fines and reprimands would be rated.

Acting Sanitation Commissioner John B. Morton therefore made a request that, in computing record and seniority, fines and reprimands occurring more than four years before the written test should be disregarded. The Commission agreed to this, with the statement that it intends, in so far as possible, to bring the uniformed force of the Sanitation Department to the same level of the other uniformed forces of the city.

# DPUI Items

Final briefs in the Firshein v. Reavy case, which seeks to have the Unemployment Insurance Referee test cancelled, were submitted to the courts yesterday. It's now up to the courts to decide.

It will be a month or more before the promotion list for Principal Clerk is established. Rating is still under way. Within the next week or two,

the promotion list for Law Clerk Investigator is expected.

Several last-minute hitches have held up the lists for Payroll Examiner and promotion to Senior Payroll Examiner.

Experience interviews for Employment Counsellor have already gotten under way. The second batch of interviews in New York City will be held Wednesday, Thursday and Friday of this week.

Although the Condon bill straightening out the matter of who gets DPUI fees has been signed, there's no word yet on coming DPUI exams.

# New Labor Class Proposal

The Municipal Civil Service Commission, together with the Budget Director's Office, is now studying methods by which a new labor reclassification can be made and laborers transferred to a competitive status. Recently, the Commission's proposed resolution on this matter was returned by Budget Director Kenneth Dayton, who found it unsatisfactory on several counts.

Attempts are now being made to overcome these objections.

The Commission officials predict that from the fruits of these new labors there may emerge a new proposal within a month, one that can be speedily adopted. However, public hearings will have to be held before any further action can be taken. The approval of the Mayor and the State Civil Service Commission is also necessary before the reclassification can be adopted.

# Study Corner

Delehanty Institute has had to extend its Airplane Craftsmen Course. The course tries to prepare all-round factory workers who can fit into any phase of production.

"Photographic Occupations" by Capt. Burr Leyson (Dutton; \$2), is the latest book on choosing a career in photography. Chapters cover Press, Advertising, Commercial, Portrait, Motion Pictures, Newsreel, Public Relations, Medical and Surgical, War, Speed, Color, Police, Aerial, Micro, Pictorial, Military, and Nature Study Photography, with a few sections on the technical professions, photo finishing, darkroom work, etc. It is written in dramatic style, with emphasis on the adventure side, and a good deal on technique. Biggest problem—selling—is hardly touched.

For those who want to be scientific about their learning process, "Develop Your Reading," by Pearl E. Knight and Arthur E. Traller (Little, Brown & Co., \$1.36), may prove a valuable book.

Based on the theory that effective reading can cut learning time, and result in better grades on intelligence tests, the book aims to develop rapid reading and close reading to create fun in reading, to build vocabulary.

Especially valuable for exam takers are such sections as: "To Discover the Author's Ideas," "To Retrace the Author's Pattern," "To Share the Author's Feeling," etc.

Good pointer: "The more you forget your surroundings, the more you will enjoy the story."

Basic course in many a defense training program today is Mechanical Drawing. For beginners we can recommend "Elementary Mechanical Drawing for High Schools" by William W. Klends and Charles J. Hayes (International Text Book Co., \$1.60). Designed to develop an understanding of fundamental principles, the volume aims to increase visualiza-

tion of problems in three dimensions. Complete sets of problems are offered for two-year high school courses, and briefer sets for general high schools.

"I Want a Job in Aviation" by Floyd K. Smith (American Institute of Research, 35 cents) is the title of an interesting pamphlet which aims to assist American youth in finding a career in aviation. The pamphlet contains a down-to-earth analysis of opportunities in the industry, the requirements for 50 types of factory occupations, a list of fields in air transportation, a discussion of the civilian pilot training program and opportunities in the army air corps.

"Aeronautics Simplified" by Lt. Ernest G. Vetter, just off the press, (Foster and Stewart, \$1.50) is a study manual for pilot license examinations which should prove a handy book for all aeronautics students. Written in question and answer form, it covers airplanes, engines, meteorology, navigation, flight test, civil air regulations, and air traffic rules in 172 packed pages.

## SANITATION WORKERS

The Leader stories about labor conditions in the Sanitation Department have been temporarily suspended. Official agencies are investigating the conditions already described in these columns, and The Leader will not impair such investigations by "tipping off" those involved. The Leader promises its readers a full report shortly, -including revelations that may startle the city. We welcome further information from Sanitation employees. As in the past, everything will be treated in strictest confidence.



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