

Civil Service LEADER

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See Page 14

ALBANY, N.Y.
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PUBLIC EMPLOYEES ASSN. INC.
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PUBLIC EMPLOYEES ASSN. INC.
DARYL J. REHRMANN, DIR.

Don't Repeat This!

Choice Of New U.S. Attorney Is Robt. Kennedy's

WHO will replace Robert M. Morgenthau as U. S. Attorney for the Southern New York District?

Despite the pressures of campaigning, this is a question that has been in the minds of leading Democrats ever since Morgenthau resigned the post to run for the governorship of New York. Although partly a high-level patronage post, the very nature of the job makes selection of the man for the New York area a very personal choice of the United States Attorney General, Robert F. Kennedy. The job calls for the highest calibre man available and is not open as a mere reward for party service. It can be said that the per-

(Continued on Page 2)

Budget Delaying OK Of Correction Officers' Appeal

ALBANY, Nov. 5 — T. Norman Hurd, director of the State Division of the Budget, says a decision on the State Correction Officers' bid for reallocation "requires complete and careful study which takes time and a great deal of effort."

Hurd made the statement last week in answer to a message from Joseph F. Feily, president of the Civil Service Employees Assn., in which Feily again urged that approval of the reallocation be expedited.

Cites Concern

In addition, Hurd told Feily, "I assure you that even though at this time of the year this office has the great pressure of other work, we too, recognize the significance of this matter and will be diligent in our efforts."

Feily had advised Hurd of the continued concern on the part of the Employees Association and the Correction Officers over Budget's delays in approving the two-month-old decision of the Civil Service Commission to reallocate Correction Officers from Grade 11 to Grade 12.

Murray Asst. Counsel

ALBANY, Nov. 5 — Governor Rockefeller has named Archibald R. Murray of Brooklyn as an assistant counsel in his office.

BULLETIN

A discussion of better promotion opportunities and increases in grade allocations for State Mental Hygiene Dept. attendants was in progress late Friday, it was learned at Leader press time.

Participating in the talks were T. Norman Hurd, Director of the Budget; J. Early Kelly, Director of Compensation and Classification; Granvill Hills, personnel director of the Department of Mental Hygiene; Joseph F. Feily, CSEA president, and members of the state and CSEA staffs.

Details will appear in next week's issue of The Leader.

Change PW Rating System, CSEA Asks

ALBANY, Nov. 5—The Civil Service Employees Assn. has called on the State Dept. of Public Works to discontinue permanently its present service record rating system and to substitute a two-level "satisfactory" or "unsatisfactory" rating.

In a letter to Public Works Superintendent J. Burch McMorran, Joseph F. Feily, CSEA president, said Public Works delegates at CSEA's recent annual meeting had directed him to seek the discontinuance of the present rating system.

Feily also urged the Department to not only consider abandoning the system now in use permanently but also to discontinue it for the current rating year, which is now in progress.

The CSEA head told McMorran

(Continued on Page 16)

Homer Refuses To Rescind Union Recognition; Feily Says CSEA Won't Give In

ALBANY, Nov. 5—Porter W. Homer, City Manager of Rochester, last week refused to rescind an order recognizing one union as sole bargaining agent for City employees.

Suffolk Commission Upsets Ruling That Could Have Penalized Man For 22 Years

(From Leader Correspondent)

RIVERHEAD, Oct. 29—The Suffolk County Civil Service Commission has reversed the ruling of the Babylon School Board which would have penalized an employee \$800-a-year in salary and about \$17,600 until his retirement.

The decision concerned August Thorel, a custodian-bus driver in School District 7 for a period of five-and-a-half years. Thorel was demoted by the school board after a disciplinary hearing, with a reduction from step six to step two in the same title, and his salary was reduced from \$5,000 to \$4,200.

Penalty Called "Ridiculous"

Harold L. Herzstein, civil service lawyer, in an appeal to the Suffolk Civil Service Commission said that the penalty was "ridiculous and grievous."

"There is nothing in this record to justify a continuing annual penalty for upwards of 22 years," said Herzstein. Thorel is 33 and assuming a 55-year-retirement, the \$800 reduction could cost him \$17,600, said Herzstein. Thorel

had been found guilty on several complaints involving disagreement.

(Continued on Page 3)

Notice to CSEA Group Life Plan Policy Holders

Changes in payroll deductions for CSEA group life insurance plan members took place on or near Nov. 1 and are in accordance with the terms of the insurance contract. They are caused by increases in the amount of insurance issued as a result of increased salaries during the year or increased attained age, which places policy holders in the next higher premium bracket (or a combination of the foregoing).

These changes are explained in the insurance certificate issued to each member of the group plan.

Homer's refusal was his reply to a demand from the Civil Service Employees Association that he withdraw his order recognizing the union and prepare a secret ballot to allow the employees themselves to determine who shall represent them in appropriate City units.

(Meanwhile, the Association is preparing to argue the legality of Homer's action in the State Court of Appeals.)

Charges Aides Have No Say

Homer has contended that the CSEA had sufficient time to present its case for recognition to the City, and that he called for information to be submitted to him by September 24.

The Employees Association has accused Homer of making up his mind months ago to recognize the union and to declare it the representative of all city employees without giving these employees any say in the matter.

Despite Homer's insistence that he recognizes the union and only the union as a bargaining agent, membership in the Civil Service Employees Association last week passed the 800 mark and was still climbing at Leader press time.

Joseph F. Feily, CSEA president, said the Employees Association has "absolutely no intention of yielding the field in Rochester to either Homer or the union." Feily last week charged Homer with a sell-out to the union and declared that the basic right of free choice had been denied to Rochester City employees.

Spain, Majorca, Africa By Jet and Caribbean Cruise Launch '63 Travel Program

The 1963 travel program designed by Civil Service Travel Club, Inc., for members of the Civil Service Employees Association will be launched in March with a European tour, that features the Iberian Peninsula, and a Caribbean cruise. These were two of the most popular offerings earlier this year.

The first offering will be a jet flight to Europe that will feature mainly the cities of Portugal and Spain, the island of Majorca and the city of Tangiers in Morocco, where the famous Casbah is located. The tour is 24 days long and departs for Amsterdam on March 8 via KLM Royal Dutch Airlines jet. Second stop is Paris.

Complete Tour

The travelers then go on to Spain, visiting Madrid, Toledo, Barcelona and Granada and from there go on to Portugal, Majorca and Morocco in Africa.

Price of the complete tour, including round trip jet fare, all

hotel rooms, most meals, sight-seeing tours, tips, etc., is only \$799. Those wishing to purchase air fare only for \$344 may do so, but this amount of space is very limited. Because of the heavy demands for jet space the whole tour is limited to 50 persons this year.

Applications and brochures may be had by writing to Celeste Rosenkranz, 55 Sweeney St., Buffalo, N.Y., telephone TX 3-2250, or by writing to Civil Service Travel Club, Inc., Time & Life Bldg., New York, 20, N.Y., telephone JU 2-3616. This Iberian

(Continued on Page 14)



GOOD GOVERNMENT AWARDS — Wilfred S. Lewis, center, president of the New York State Careerists Society presents the society's annual government award plaque to Industrial Commissioner Martin P. Catherwood, left, while U.S. Senator Kenneth B. Keating looks on. The award was made at the recent breakfast of the society.

DON'T REPEAT THIS

(Continued from Page 1)

formance of the U. S. Attorney for the Southern New York District is a direct reflection of the Attorney General's office in Washington. You can be sure that Kennedy will make certain that the post is filled by a man holding the highest of qualifications.

Buckley, Wagner Have Say

This does not mean that Kennedy will fill the post without consulting anyone. Mayor Robert Wagner will have some voice in the matter as will Bronx Congressman and Democratic leader Charles F. Buckley. Morgenthau was highly qualified for the post when he was personally appointed. Buckley, one of the most reliable of the original Kennedy backers, was able to make it a Bronx appointment, where Morgenthau resides, by acquiescing to the choice of Morgenthau.

Some feel that the office will remain a Bronx post, but insiders point out that the Attorney General originally wanted to appoint William Gaud of Connecticut. However, the point was pressed that there was a plentiful supply of good talented lawyers in the New York area. Kennedy agreed and then sought out Morgenthau, a choice that was highly praised.

Post Is A Showcase

The Southern District includes the counties of New York, Bronx, Columbia, Dutchess, Greene, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester. In importance it ranks only behind Washington. Because of the tremendous activity emanating from the Southern District office, it is very much in the news and is a showcase for the entire Justice Department. Obviously, the U. S. Attorney General must have confidence in the man serving this area, must be able to rely on the local attorney to accurately reflect the policies of the Washington office.

Vincent L. Broderick, chief assistant U. S. Attorney under Morgenthau, is now serving as Acting U. S. Attorney. He is rated a capable man professionally and politically but, historically, acting U. S. Attornies do not gain the major post. Broderick has many good friends, however, and they are making every effort in his behalf.

Cavanaugh, Kaplan Rate High

Edward F. Cavanaugh, who is politically astute and is serving Mayor Wagner as

deputy mayor, is looking at the post with considerable interest. Wagner is said to be seeking the post for him and, as we said earlier, has a little to say about the selection. Despite Cavanaugh's close relationship with Wagner, he is not "obnoxious" to Buckley, as are some others close to the Mayor. There has been much praise for Cavanaugh's administrative abilities.

In the event that Cavanaugh may lose interest, some of the hottest speculation is centered on New York City Investigations Commissioner Louis I. Kaplan. Not only has he the experience and judgement for the post but also, it is pointed out, considerable political "savvy" as was shown when he handed the Democratic Party one of the few real issues against the GOP in the election this year—rent control. As a Justice Department official, Kaplan's boosters feel that his ability to "nose out" corruption and get publicity on it almost at will is a quality that would help the office, the Democratic Party and the Kennedy Administration.

It is reliably reported, however, that Kaplan's real interest is in the Court, a nomination he almost had in this year's race.

Hogan Advice to Be Sought

One person that Kennedy is certain to lend a close ear to is Manhattan District Attorney Frank S. Hogan. He thinks highly of Hogan and, as we reported in this column

some weeks ago, was his first choice for the Democratic gubernatorial nomination. It has been rumored that Hogan might sponsor Burton B. Roberts, one of his most capable trial lawyers, for the post. Hogan is said to have considerable admiration for Roberts' abilities.

As we said before, the selection may not necessarily come from The Bronx or Manhattan. William Luddy, Westchester Democratic leader, is said to be interested in seeing two very capable Westchester attorneys, Herbert Dietz and Philip Gilbert, considered for the post. Another likely Westchester and Luddy friend is Llewellyn P. Young, regional administrator of the Security Exchange Commission, who has been much talked about in Washington.

Final Choice Is Kennedy's

All these men are being talked about both in Washington and locally. In the meantime, some Federal judges, bar associations and even law firms, will have recommendations to make. Kennedy will give serious attention to all proposed candidates. In the end, the choice will be his.

At this writing, the Attorney General was reported to not yet be ready to let the name of his favorite for the post be known. You can be sure, however, that any one of the men mentioned above is a likely choice.



YOU AND THE ARMED SERVICES

Marine Reserve Div. Reorganized, 3 to 4

Reorganization of Marine Corps Organized Reserve units will begin soon affecting almost half of the 304 units in the eight state area which includes New York. The area which now has three marine divisions and three aircraft wings will now have four divisions and four aircraft wings.

In New York, Garden City's first Infantry Battalion, commanded by Major Joseph J. Fater; New Rochelle second Rifle Company, commanded by Captain Luigi Ragosta and Albany's 46th Rifle Company, commanded by Captain John H. Caurinth; will make up the Second Battalion, 25th Marines, Fourth Marine Division. The Second Tank Battalion of Mattydale, commanded by Lt. Col. Daniel J. Collins will become C Company, Fourth Tank Battalion.

Huntington's Seventh Communication Company, commanded by Captain Warren M. Dodson, USMCR, will retain its designation in Force Troops.

The Third Communications Company of Rochester, commanded by Captain Richard W. Stone, USMCR, will become 'C' Company of the Fourth Communications Battalion.

Brooklyn's Fourth Rifle Com-

pany, commanded by Captain William P. Howley, USMCR, and the Second Communications Company, commanded by Major Francis C. Hess, Jr., USMCR, will merge to become the second Communications Maintenance Company.

New York units not affected by the reorganization include the 29th Rifle Company of Buffalo, commanded by Captain Peter F. Hochreiter, USMCR; and the 48th Rifle Company of Binghamton, commanded by Captain Anthony J. Dowd, USMCR.

Coast Guard Spars To Mark 20th Anny.

The SPARS, Women's Reserve of the Coast Guard, will mark their twentieth anniversary this month, and the event will be celebrated with birthday parties throughout the nation. An East Coast party is being planned for New York City.

The SPARS were born November 23, 1942 when the President signed Public Law 773 which amended the Coast Guard Auxiliary and Reserve Act of 1941 so as "to expedite the war effort by providing for releasing officers and men for duty at sea and their replacement by women in the shore establishment of the Coast Guard."

Your Public Relations IQ

By LEO J. MARGOLIN



(Mr. Margolin is Adjunct Professor of Public Relations in the New York University School of Public Administration and is Vice President, Public Relations, of A. J. Armstrong Co., Inc.)

The views expressed in this column are those of the writer and do not necessarily constitute the views of this newspaper.

Our Blue Ribbon

EVERY STATE, City and Federal agency should send at once for the public relations "pointers" of New York City's Department of Purchase. It is the best we've seen, and it wins the Department our rarely awarded "Public Relations Blue Ribbon."

BECAUSE THE introduction to this simple, but highly effective four-page PR primer is so excellent we are pleased to reprint the introduction, "What Is Public Relations"

"PUBLIC RELATIONS is the art and science of communication. When you are able to project your knowledge of your work, your alertness and your grasp of your job to others, then you are exercising proper public relations. When you couple this with proper dress and deportment, you impress others with your efficiency. This gives you a psychological advantage in your dealings. It is as proper and important a tool of your trade as any other phase of your work."

SOME OTHER important points made by the Department of Purchase document are:

- Every government employee, no matter what position on the grade and wage scale, is "the government" to every person contacted.
- Take a moment to explain why "it's the law".
- Give the same courtesy to people in other govern-

ment departments as is given to the various publics dealing with the Department.

- Use the telephone as a tool of courtesy, understanding and helpfulness.

- Dress neatly to reflect a pride in your job and in yourself.

COMMISSIONER ROGER J. Browne should be highly commended for making public relations one of the most important aspects of his department operations. It is heartening to know that the man who heads the largest municipal purchasing agency in the world attaches as much significance to public relations as to the quality and proper pricing of the hundreds of millions of dollars of supplies his department procures.

WE ALSO SEE a highly professional hand in the preparation of the PR "pointers." The Department has an Office of Community Relations under Deputy Commissioner Gabriel A. Wechsler.

THE DEPARTMENT of Purchase in New York City is high on the list of total personal contacts with various publics—suppliers, truckers, warehousemen, other city departments, specialized vendors, etc. An intelligent public relations program is a "must" for efficient operations. Otherwise, the results would be

(Continued on Page 15)

PAID POLITICAL ADVERTISEMENT

PAID POLITICAL ADVERTISEMENT



Re-Elect State Senator
Joseph
ZARETSKI
to his 9th Consecutive Term
A True-and-True Friend of Civil Service



CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK 7, N. Y.

April 2, 1962 1g

Hon. Joseph Zaretski
Senate Minority Leader
60 East 42nd Street
New York, N. Y.

Dear Senator:

I wish to thank you for the splendid job you did in helping to steer the Administration program through the Legislature.

I know that in large measure the success of the Administration program was due to your effective and able leadership. I am most grateful to you, and look forward to continued and close cooperation in behalf of all of our people.

With kindest regards,

Sincerely yours,
T. Sel Wagner
Robert F. Wagner
Mayor

23rd SENATORIAL DISTRICT:

WASHINGTON HEIGHTS-INWOOD-HARBLE HILL-HARBLEN

• VOTE FOR ME STRAIGHT ACROSS •

Citizens' Committee for the Re-Election of
Sen. Joseph Zaretski
Floyd C. Cramer, Chairman

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for Job Opportunities

Nassau Charges Syosset School District With Favoritism, Other Abuses

(From Leader Correspondent)

MINEOLA, Nov. 5—The Nassau County chapter of the Civil Service Employees Association has appealed to the Nassau Civil Service Commission for action to correct a series of abuses in the employment practices of the Syosset School District No. 2.

Irving Flamenbaum, chapter president and John Corcoran, Long Island CSEA representative charged that "the school district has been guilty of deliberate and numerous violations of the State Civil Service law." The CSEA officials submitted to the commission affidavits to back up its allegations.

Favoritism Alleged

The commission was told that "men are forced to work out of title, supervisory positions are held by unqualified personnel and favoritism exists in notices of promotional examinations."

"We have had more problems with this district for abusing employees than all other districts in the country," said Edward Perrotti, vice president in charge of the non-teaching employees of the Nassau chapter.

CSEA officers are expected to meet with the County Civil Service Commission to discuss the problem. School district officials have denied any impropriety in their employment system.

State Sets Hearing On Syracuse Deputy Police Chief Rule

SYRACUSE, Nov. 5 — The State Civil Service Commission is expected this month to conduct a hearing on the proposal by Syracuse Mayor William F. Walsh to place deputy police chiefs in the exempt class.

Robert W. Hartnett, attorney for the Syracuse Police Benevolent Association, said he has been notified by the State commission that the hearing will be held at one of the November meetings. It was first believed the hearing would come at the commission's final October meeting.

Split Decision

The proposed change in local Civil Service regulations has been approved by the Common Council and Mayor Walsh. The State hearing was scheduled following the approval of the Onondaga County Civil Service Commission, in that unit's first split decision.

Commissioner William M. (Billy) Coyne dissented from the two other commissioners (Chairman Jerome B. Rusterholtz and Commissioner George C. Wortley III), declaring that the majority decision "could take the cornerstone out of the structure of Civil Service."

The proposal would increase the number of deputy chiefs from three to four as well as put them in the exempt class. The four deputies would be appointed by the police chief, who is named by the mayor.

Hudson River Hosp. CSEA Meets Nov. 27

Hudson River State Hospital's Civil Service Employees Association will conduct its annual Membership dinner on Tuesday, Nov. 27th, at Anchor Inn, Poughkeepsie.

Suffolk Rules Against Harsh Punishment

(Continued from Page 1) ments with school officials, according to Herzstein.

The Suffolk County Civil Service Commission informed Herzstein this week that "by unanimous decision the commission declared that the punishment imposed on Mr. Thorel was illegal and could not be enforced, that Mr. Thorel's pay status should be reinstated retroactive to the former level as of the date of his termination of suspension. They also wished to advise that it was their considered opinion that, in any event, the punishment previously imposed would have been excessive."

School Board Must Act

The commission said County Attorney George Percy was of the opinion that a mere demotion in salary grade alone is not one of the punishments authorized by the section 75 of the Civil Service Law, although the law does provide for "a demotion in salary and grade."

The Babylon School Board was scheduled to consider the commission ruling at a recent meeting and to determine what action to take.

Promotion Exams In Nassau County

The Nassau County Civil Service Commission will be accepting applications until November 16 for three promotion examinations. The positions include law stenographer, senior law stenographer, and file clerk.

Qualified persons may obtain applications and further information in the office of the Civil Service Commission, 54 Mineola Boulevard, Mineola.

See No Need Of Special Rehabilitation Program For Disabled State Aides

(Special to The Leader)

ALBANY, November 5—There is no apparent need for a special rehabilitation program designed specifically for disabled state employees, according to findings of a special study made this year by the Employee Relations of the State Department of Civil Service. The study came on the heels of a request by the Civil Service Employees Association for further investigation of services available for the rehabilitation of disabled State workers.

At the suggestion of CSEA, the group undertook its study to determine the nature and scope of the entire problem. The following conclusions were reached:

1. There appears to be no need to establish a "special" rehabilitation program for state employees as there are extensive services available through established vocational rehabilitation programs.
2. While rehabilitation of disabled State employees may be a problem, there is no readily available data to indicate to what extent it is a problem in the State service.

Have Regular Service

In mentioning the lack of a special rehabilitation program for State workers, the report stated that disabled State employees are eligible for any of the varied services which apply to the general public of the State. These services are available through several State agencies but, the report states, the Division of Vocational rehabilitation is the hub of most vocational rehabilitation in New York State and personnel offices of the various State agencies may refer disabled employees there. The individual personnel offices thus act as a link between the disabled worker and the Division of Rehabilitation. However, the employee may also apply directly to the Division of Vocational Rehabilitation. The study also found that in many instances the disabled employee has no knowledge of the services available to him.

Physical and aptitude examinations, counseling and guidance, vocational training and placement assistance are provided by the Division of Vocational Rehabilitation without cost to the employee, once he is accepted into the programs of the Division.

The cost of medical care, prosthetic appliances, books, etc., is intended to be met or defrayed

by the client to the extent that his circumstances permit. The client's financial resources are evaluated to determine what part, if any, of these costs must be absorbed by the disabled worker. A flexible scale is used to allow the client enough income to live "comfortably."

Other Sources of Aid

The report states that other

programs of rehabilitation are available through the Vocational Rehabilitation Service for the Blind and, for veterans, through the Veterans Administration.

State workers desiring additional rehabilitation should contact the nearest office of the Division of Vocational Rehabilitation or its central office at 162 Washington Avenue in Albany.

Columbia Assn. Hears Governor Cite Record

The annual dinner of the Grand Council of Columbia Associations in Civil Service featured Governor Rockefeller as the principal speaker this year.

The Governor, addressing the group in the Grand Ballroom at the Waldorf-Astoria, stressed the record of his four-year administration in the civil service field.

The Columbia Associations are made up of civil service personnel of Italian descent. Mario Biaggi is president of the organization.

Praising the cooperation of the Republican-controlled Legislature, Rockefeller said his administration had "accomplished more for our civil servants than any other administration in the recent history of New York State."

Stresses Advances

He stressed advances he said had been made to strengthen the merit system and career development; citing:

"We have reduced the exempt class by 32 per cent and increased the competitive class by more than ten per cent.

"We have broadened opportunities for interdepartmental promotion through initiation of interdepartmental management exams . . .

"We have established a Management Development Program to improve management and prepare individuals for more significant responsibilities.

"We have established in Albany a Graduate School of Public Affairs to provide advanced academic training for the public service."

Salary Protection

Mr. Rockefeller also said his administration had provided salary protection for employees whose jobs are abolished because of automation or similar reasons and who are assigned to lower-grade positions.

In all, the Governor told the Columbia Associations that his administration had achieved more than 30 specific advances for employees in government.

"These achievements not only benefit the individual government employee, he said. "They benefit all the people of New York by helping to assure a competent career service which in turn contributes positively to good government."

Mr. Rockefeller ended his speech, saying: "I pledge to all civil servants—state and local employees—that I shall continue to uphold vigorously the principles of 'merit and fitness' in public service."

Thruway Aides Get Flu Shots

ALBANY, Nov. 5 — Beginning last week, 1,543 employees of the State Thruway Authority started vaccinations to protect them from the Asian Flu.

Thruway Chairman R. Burdell Bixby said the vaccine would be administered at 59 working locations across the state. The authority has about 2,100 employees and the vaccine is being given to all who indicated they wanted it.

Two medical teams will handle the project, which is being paid entirely by the authority. The program will be completed later this month.



DIPLOMAS AWARDED — Employees of Central Islip State Hospital recently were awarded diplomas after completing a case studies class in supervision. Pictured at the presentation are, front row, left to right; Ester McCourt, Flora O'Kane, Irene Steele, Marie Bongiovanni, and Mary Beinlich. In the second row, same order: John Bird, Lloyd Rhoda, Dr. Francis J. O'Neill, Cornelius Walsh, Dr. Lawrence Lazrus, Robert Greene and Charles DeMill.

Pass your copy of the Leader To a Non-Member

Where to Apply For Public Jobs

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

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

Hours are 9 A.M. to 4 P.M. Closed Saturdays except to answer inquiries from 9 to 12 a.m. Telephone COrtland 7-8886.

Mailed requests for application blanks must include a stamped, self-addressed business-size envelope and must be received by the Personnel Department at least five days before the closing date for the filing of applications.

Completed application forms which are filed by mail must be sent to the Personnel Department with the specified filing fee in the form of a check or money order, and must be postmarked no later than twelve o'clock midnight on the day following the last day of receipt of applications.

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

STATE — First floor at 270 Broadway, New York 7, N. Y., corner of Chambers St., telephone BArcley 7-1616; Governor Alfred E. Smith State Office Building and The State Campus, Albany; State Office Building, Buffalo; State Office Building, Syracuse; and Room 100 at 155 West Main Street, Rochester (Wednesdays only).

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

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

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

Hours are 8:30 a.m. to 5 p.m., Monday through Friday. Telephone number is YU 6-2626.

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

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

U.S. Service News Items

Pay Increase Questions

In response to questions already received on the newly enacted Federal pay legislation, and in anticipation of still further questions, the following questions and answers (prepared by the U.S. Civil Service Commission) are submitted for the information and guidance of our Federal readers.

Q. Why is the new pay law called "salary reform" instead of a "pay raise"?

A. Increasingly over the years, Federal salary systems have failed to meet the needs of the Federal service. President Kennedy has said that Federal employee salaries "should be fixed under well-understood and objective standards, high enough to attract and retain competent personnel, sufficiently flexible to motivate initiative and industry, and comparable with the salaries received by their counterparts in private life. To pay more than this is to be unfair to the taxpayers—to pay less is to degrade the public service and endanger our national security."

Q. How does the new pay law measure up to the President's criteria?

A. To meet the President's criteria for a Federal pay system, Public Law 87-793 is based upon the two principles,

- (1) comparability of Federal and private enterprise salaries for the same levels of work, and
- (2) internal alignment that provides equal pay for equal work and pay distinctions in keeping with distinctions in work and performance.

The law provides raises in varying size for employees in the four statutory salary systems affected. Rather than being "just another pay raise," however, revised salary schedules go a long way toward making a reality of the much-needed comparability between public and private salaries. Significantly, the law also establishes a policy for annual review of salaries to assure continued comparability between public and private salaries.

Q. What are the effective dates of the new salary rates?

A. Increases will be in two phases—effective the first pay period after October 11, 1962, and January 1, 1964. The increases were phased over two fiscal years in order to prevent undue budgetary and economic impact in any one year. The first raise is the largest in most grades.

Q. Which major salary scales are affected by the bill?

A. The Classification Act, the Postal Field Service Compensation Act, and the laws under which Foreign Service employees and employees of the Veterans Administration's Department of Medicine and Surgery are paid.

Q. What method was used to determine that the new salaries are comparable with salaries in private industry for the same levels of work?

A. Basis for the new salaries is the 1961 survey report of the Bureau of Labor Statistics, which furnished private-enterprise salary information for occupations representative of the Classification Act.

Q. How is comparability achieved for the other statutory pay scales?

A. Salaries of the other statutory pay systems are linked with those of the Classification Act at certain key levels. For example, levels 4, 11 and 20 of the Postal Field Service salary schedule are linked with grades 5, 11 and 17 of the Classification Act. This was done in most cases on the basis of evaluation of duties, responsibilities, and qualification requirements. Also taken into consideration were opportunities for advancement (or lack of them), career patterns, and special requirements of the service concerned. These other factors are particularly important in setting the pay at the lower levels of the Postal Field Service, where opportunities for advancement are limited and many employees spend their entire working lives in one grade.

Q. Will the yearly review be

made in the same way?

A. Yes. The basis will be a Bureau of Labor Statistics survey, which will be made yearly. The yearly review of statutory pay scales is considered to be an important reform. First, it places the review of salaries on a regular, systematic basis. Also, up to now no adequate national salary surveys have been available, and the revision of these pay scales has had to be done with very little fact-finding.

Q. Will revisions of the proposed pay scales take place automatically as a result of the BLS findings?

A. No. The results of future annual surveys will be reported to the President, who (after obtaining views of employee organizations) will thereupon make recommendations for any changes he considers necessary and submit them to the Congress. Putting these recommendations into effect will require legislation.

Q. How much in the way of increases does the new pay scale provide?

A. The percentage increases generally are greater at the higher levels than at the lower levels, ranging from 4.7 percent in grade GS-1 (including the additional within-grade increases granted on conversion) to 10.5 percent at grade GS-17. This is because salaries of higher grade positions have lagged the farthest behind national levels. For example, the percentage increases since 1939 have been 152

percent in the statutory minimum salary of GS-1, 117 percent in GS-5, and 155 percent in the statutory minimum for clerk-carrier—but only 98 percent in GS-11 and 71 percent in GS-15. This has seriously compressed the salary systems.

Q. In converting a General Schedule employee to the new pay scale, how will it be determined what rate he will be in?

A. He will go in the corresponding rate. For instance, if he was in the fourth rate of GS-5, he will go in the fourth rate of the new GS-5.

Q. What if he was in a longevity rate?

A. The longevity rates, which followed the regular seven rates in most grades, may be numbered 8, 9, and 10 for convenience. In those grades, a person formerly in the first longevity step will go rate 8, a person in the second will go to rate 9, etc.

Q. What is the time interval between within-grade increases?

A. Instead of the former 1-year or 18-month waiting period, the increases will take effect as follows: once a year for the first three increases, once every two years for the next three increases, and once every three years for the next three increases. Thus the in-

creases will be most frequent when proficiency on the job normally increases most rapidly. This will bring employees in grades GS-1 through GS-10 to the top of their grades in 18 years, grades GS-11 through GS-14 in 15 years, grade GS-15 in 12 years, and grades GS-16 and 17 in 5 years. GS-18 has only one rate.

Q. Does the pay reform law make any provision for within-grade raises because of high quality performance?

A. Yes, the law allows giving such increases not oftener than once a year in order to reward and encourage high quality performance. The Civil Service Commission will develop regulations, in consultation with agencies and employee organizations, for guidance in this area. Agencies may not grant quality increases until the Commission's regulations are issued.

Q. There has been a lot of talk about within-grade increases being more difficult to obtain under the new law. Is this true?

A. They will no longer be automatic. Within-grade increases now will be granted, within the time requirements, where work is of an "acceptable level of competence," as determined by the head of the agency.

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Gov't. Offering Clerical Jobs; Men Preferred

File clerks are now needed for positions with the Social Security Commission at a starting salary of \$68.48 per week. The filing for these positions is open on a continuous basis with the U.S. Civil Service Board of Examiners.

Although filing for this position will be on a continuous basis, past experience has shown that applications are suspended shortly after the first test is given. The first test for the 1962-63 series will be held in either November or December and a register of eligibles is expected to be established by January 1.

As a result of a recent determination by the U.S. Civil Service Commission, this test is no longer directed specifically at male applicants although duties of the position require almost continual standing, bending and carrying bundles of files weighing almost 40 pounds.

The vacancies in this position exist at the New York Payment Center of the administration, 250 Hudson St., N.Y. 13, N.Y.

The written examination for file clerks consists of at least seven topics to test aptitude for learning and adjusting to the duties of the position. These fields are:

Alphabetizing, computations and arithmetic reasoning, name and number comparison, word meaning, reading, spelling and grammar. The test will require about two and a half hours with

additional time required for the completion of personnel sheets.

Physical Requirements

Applicants must be physically able to perform the duties of the position. Good distance vision in one eye and ability to read without strain, printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required.

In most instances, an amputation of leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis.

Any physical condition which would cause the applicant to be a hazard to himself or others will disqualify him for appointment.

Supersede 1962 Register

The list of eligibles established under this announcement will supersede the register established under announcement No. 2-90-1 (1961). Persons who attained

eligibility in previous examinations must apply for this new examination if they still wish to receive consideration for employment.

To file for this examination, applicants may write or visit the administration offices for application form 5000-AB and announcement number NY-90-1 (1962). These forms are also available from main post offices in Brooklyn and Jamaica, as well as at the office of the U.S. Civil Service Commission, 220 East 42 St., N.Y. 17.

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Park Guides Wanted For National Parks; Salary To \$4,040

Park Guide (GS-4) positions are now available with the National Park Service of the Department of Interior at an annual salary of \$4,040.

Park guides give lectures, answer questions, conduct groups of visitors in or through the area and give general information concerning the area and its features. They personally escort groups of visitors through the area; explain its functions, programs, and objectives and describe the exhibits, processes, objects, or other

features of interest displayed or observed during the visit; and are responsible for the conduct and safety of groups, the maintenance of proper schedules, and the handling of emergencies that may arise.

Candidates must have had at (Continued on Page 12)

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TUESDAY, NOVEMBER 6, 1962 31

Human Side Of Police Must Be Recognized

JOHN J. Cassese, president of the Patrolman's Benevolent Association, spoke with considerable pride about being one of "New York's Finest" during the dinner-dance of the PBA in the Waldorf-Astoria Hotel last week.

"We believe in our job," said Cassese, "and are even ready to lay down our lives in the performance of duty."

But Cassese justly reminded his listeners that the "human side of being a policeman" had to be recognized, too.

"We are family men, parents and citizens like all of you," said Cassese. "When we appeal for just salaries and improved working conditions our human side seems to be forgotten sometimes."

Cassese is right. Certainly, a man whose job involves the possible loss of his life is entitled to the highest of considerations on all scores.

Budget Should Approve Correction Appeal Now

STATE Correction Officers have fought a long and difficult battle for title grade reallocation and it is to be hoped that the victories they have won to date are not going to be vetoed by the State Budget Director.

The original Correction Officer appeal sought to upgrade these employees from Grade 11 to Grade 13. This request was refused by the Division of Compensation and Classification but an appeal to the Civil Service Commission resulted in a decision that reallocated Correction Officers to Grade 12.

Two months have passed since the Civil Service Commission ruling and Correction personnel are now suffering justifiable anxiety about the fate of this decision. Budget claims the pressure of other work has not allowed its staff sufficient time to give careful study to the appeal. We do not think this answer a good excuse or fair to Correction Officers.

Above all, we again repeat that we do not believe in the veto power of the Division of the Budget over reallocation. These men have proved their point and it has been recognized by the proper personnel authority—the Civil Service Commission.

The reallocation should be approved promptly.

An Exam Is Needed

GEORGE David, chief of the New York City Fire Department has retired after 35-year career as a firefighter; the last four years having been spent as chief of department.

We wish Chief David well in his retirement and urge that the City Civil Service Commission order an immediate examination to fill this vacancy. Chief David was appointed from a civil service list—let his successor be also.

Jobs in 4 Titles With Atomic Energy Comm.

The U. S. Atomic Energy Commission has positions vacant in four job titles. These four positions are health physicist, GS-9; aerosol physicist, GS-12; industrial hygienist, GS-9; and analytical radiochemist.

Further information and applications may be obtained by

writing to George F. Finger, Personnel Officer, U. S. Atomic Energy Commission, 376 Hudson Street, New York.

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

LETTERS TO THE EDITOR

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

Claims Aid For Public Employees Cost CU Backing

Editor, The Leader;

Some time ago you were kind enough to print a letter of mine dealing with the subject of leadership for the legislative halls on behalf of civil servant. In that letter I indicated my support of civil service problems for the past eighty years and indicated further that as a result of it I generally lost the support of the Citizens Union. This may not sound too important to you at this moment except for the fact that all of the metropolitan newspapers follow the lead of the Citizens Union and make endorsements accordingly prior to each election. The following is what the Citizen Union says of me in this election.

Senator Mackell is an experienced, energetic and popular legislator who is well informed on legislative issues an introduces a large number of bills. He is the senior member of the Queens delegation in the Senate and the ranking minority member of the Senate City Affairs Committee. In the opinion of the Citizens Union, he has sometimes gone overboard in his zeal to grant benefits to public employees. He was the only Democratic Senator to vote for a bill strongly approved by the Citizens Union, which allows the Port of New York Authority to purchase passenger cars and rent them to commuter railroads.

In spite of these kinds words, the Citizens Union failed to make a preference between myself and my opponent. This once again sustains the point I made in my previous letter — that civil service papers should give strong support to their friends because the metropolitan newspapers do not feel too kindly toward them.

THOMAS J. MACKELL
State Senator

Social Security

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

"Can I get an estimate of what my social security retirement benefits would be before I actually retire?"

If you give the social security district office sufficient notice, they will be able to give you an estimate of your future benefits before you retire.

"How often should I check my social security earnings record?"
It is suggested that you check your earnings record every three years. Form OAR-7004 is available at your social security office for this purpose.

"My doctor tells me I am disabled and cannot work right now,



Civil Service LAW & YOU

By HAROLD L. HERZSTEIN

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

Pension Changes

REMEMBER, FIRST, no one can change your retirement policy but you. Second, even you cannot change it, except in a written statement signed by you.

THAT IS A tough rule in particular cases. In some cases it may even seem unfair. But, the pattern is the protection of the policies—and like it or not—the rule stands.

PERSONALLY, I believe the rule excellent. It may work a hardship from time to time, and it does, when a member should change his policy and forgets to or does not bother. But it would work much greater hardships, if a third party or the retirement board could effect changes in policies. Consequently, let it stand.

FLEMING V. RETIREMENT SYSTEM

FLEMING V. The New York City Employee Retirement System, decided by Supreme Court Justice Saul S. Streit on the point I am making in this article (New York Law Journal, 10-16-62, p. 13). The Judge illustrated that no matter how strong the facts are in support of the person who challenges the rule just stated, the decision must still go against him in favor of the retirement system.

IN THAT CASE the deceased, who had been a member of the New York City Employees Retirement System, had made a separation agreement with his wife, dated March 9, 1949. In her complaint, she alleged that in the agreement he had consented to make certain weekly payments to her for her support, and to maintain her as the beneficiary of all benefits from the Retirement System. She further alleged that he did designate her as the beneficiary of his retirement policy. As a matter of fact, she alleged that in July, 1961, to induce his wife to refrain from collecting by judicial proceeding the sum of \$6,370, which was due and unpaid under the separation agreement, the decedent represented to her that she was the beneficiary of his retirement and would continue to be during his lifetime.

OBVIOUSLY, IF the wife's facts were assumed to be true, the husband would have been obliged to make her his beneficiary under the separation agreement without any further agreement on the same subject. There was nothing in that agreement to such effect. If such an undertaking were made by the deceased, it was oral. And, if it were oral it did not bind the retirement system, and it did not have to make the payment.

PROTECTION OF BENEFICIARY

THE INSURED'S wife further alleged that after his death, she learned that the decedent and his sister conspired to file and did file on January 18, 1960, an alleged designation of beneficiary in favor of the sister, which was concealed from the plaintiff. She charged that such designation was fraudulent and collusive and was intended to defeat the plaintiff as a creditor of the deceased and to prefer the sister over the plaintiff. The Court ruled on this contention, as follows:

The proceeds of the benefits payable to the designated party do not constitute an asset of the estate of the deceased. An agreement affecting the proceeds of such benefits must be in writing, and, in the absence of such writing, the agreement is unenforceable (Personal Property Law, section 24-a(3)). The first motion is granted, dismissing the first cause of action.

MY OPINION

IN MY OPINION, the law of this case would apply to the New York State Retirement System, and the others.

but I hope that I can go back to work in the future. Should I go see about disability benefits now or wait and see if I can go back to work first?"

You should get in touch with a social security office immediately. A social security representative will explain the disability provisions to you and tell you whether you meet all the requirements provided in the law. If your illness or injury is one that

is of long duration, you may be eligible for benefits.

"In the long run, will I get more money by waiting until I'm 65 to begin my social security?"

On the average, people receive during their lifetime as much in reduced benefits as they would receive if they waited until age 65 to get the full benefit. They get smaller payments—but over a longer period of time.

ELECT CARLOS RIOS



- District Leader 10th A.D. North East Harlem Reform Democratic Club
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ASSEMBLY, 10TH A.D.

Jobs Now Available With Internal Revenue

Applications are being accepted for eleven positions with the Internal Revenue Service by the Board of U. S. Civil Service Examiners. These positions include positions for internal revenue agents, internal auditors, estate tax examiners, special agents, and inspectors. These jobs are grade GS-5, (\$4,565) and GS-7 (\$5,540).

Internal revenue agent, estate tax examiner and special agent positions are located in District Offices at Albany, Brooklyn, Buffalo, Manhattan and Syracuse, while internal auditor and in-

spector (Internal Security) positions are located at the Regional Inspector's Office, New York City. Applications, Announcement No. NY-55-1, NY-55-2 and Recruiting Circular 1 to Announcement No.

UFOA BULLETIN LISTS 'FRIENDLY' LEGISLATORS

The Uniformed Fire Officer's Association last week sent its membership a special election issue of The Trumpet, reminding members of their friends seeking re-election.

The entire GOP statewide ticket was mentioned, however, candidates for local offices, listed in the bulletin, came from both political parties.

188 or information can be secured in any post office in New York State (except G.P.O., N. Y. City);

New York Region, U. S. Civil Service Commission, News Building, 220 East 42nd St., New York 17, and the Board of U. S. Civil Service Examiners, Internal Revenue Service, Room 1107, 90 Church Street, New York 7.

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That's why your choice of Governor, U. S. Senator, congressmen, state legislators and other public servants in this election is all-important.

That's why organized labor has formed the Statewide Labor Committee for the Morgenthau Ticket and the Kennedy Program.

The Statewide Labor Committee represents more than a million union members in every part of the state. They include auto and aerospace workers, newspapermen, seamen, clothing workers, transportation workers, oil, chemical and atomic workers, building trades craftsmen, printing trades, graphic arts, textile workers, shoe workers, electrical workers, telephone workers, theatrical and stage employees and many others.

We've had too much of do-nothing government in Albany. We've had too many roadblocks against the Kennedy program in Washington. Let's clear the way for progress in both Albany and Washington.

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Serious Shortage Of Personnel To Fill Jobs In Medicine

Medical positions are open to applicants in professional, semi-skilled and semi-professional fields for City, State and Federal agencies in the New York City area. These positions will be both part-time and full-time and will provide the opportunity for some foreign service for a selective group.

Doctors and nurses who enlist for employment in the Panama Canal Zone will receive a 25 percent bonus. The salary for doctors (medical officers) is from \$10,425 to \$15,912 a year while nurses receive from \$5,431 to \$8,043 annually.

The announcement numbers for these two examinations are CEO-85 for the medical officer positions and CEO-57 for the professional nurse jobs.

Announcements and complete information on these jobs are available from post offices throughout the country and from the Central Employment Office, Drawer 2008, Balboa Heights, Canal Zone.

Virologists

Medical school graduates with four years research experience in virology are being sought by the New York State Department of Health to fill an associate medical virologist position which has a starting salary of \$13,000 annually.

Applications and additional information may be obtained from Recruitment Unit 15, State Department of Civil Service, The State Campus, Albany.

Registered Nurses

Two federal installations in the New York City area are seeking registered nurses. These positions are available at the U. S. Army and at the U.S. Public Health Service Hospital on Staten Island. These positions are in GS-6 and pay \$5,035 per annum.

To qualify for the position one must have completed a full three-year course in residence in an approved school of nursing with an additional year of experience in either medicine or surgery. Candidates must also be licensed

as a registered professional nurse.

For this position, applicants can contact the Board of U. S. Civil Service Examiners, Civilian Personnel Section, Headquarters, Fort Jay, Governor's Island, New York.

For the position at the Public Health Service Hospital, graduation from a three-year course in nursing is required or graduation from a two-year course in nursing with a year of experience. To apply for this position, contact the Director of the Personnel Section, U.S. Public Health Service Hospital, Staten Island 4, N.Y.

Dental Aides

Dental aides are needed by the Veterans' Administration and other Federal agencies in New

York City. The basic requirement of this post is graduation from high school and some experience as an assistant to a dentist. The amount and quality of this experience will determine salary level and placement on the employment register. The GS-3 position pays from \$3,820 to \$4,830 annually while the GS-4 position pays from \$4,110 to \$5,370 per annum.

Technologists

Medical technologists are being sought for employment in Veteran's Administration Hospitals in the New York and New Jersey areas. Applicants must have had sufficient education and experience to qualify. Additional information and applications may be

Filing Open Weekly For Police Positions; Salary To \$6,133

Weekly filing has been initiated for the position of patrolman with the New York City Police Department. This program was started to ease the shortage of applicants for police positions and carries with it the strong support of Mayor Wagner.

This program will continue until February 23. With the exception of December 22 and 29, applicants may file for and take the written examination any Saturday morning at 9 a.m.

There are no fees or residency requirements for taking this examination, the Department of Personnel stressed.

The physical and medical examinations will be given to successful applicants two weeks following the written test.

The mayor called on City Personnel Director Dr. Theodore H. Lang and Police Commissioner Michael Murphy to intensify their joint recruitment drive. He also urged public cooperation in the drive. "I urge all citizens to participate in the fight against crime by encouraging young men to take up the challenge of an exciting police career with good pay, promotional opportunities and liberal benefits," Wagner said.

The current quota of the Police Department is 24,592. The Department, however, has been authorized to employ an additional 2,134 men by June 30, 1963, bringing the force to 26,726, an all time high. Three thousand men are needed to fill the new positions and meet the normal turnover.

Starting Salary

The starting salary for rookie policemen is \$6,133 with increments to \$7,616 in 3 years. This includes overtime pay, uniform allowance and paid holidays. The

City's latest offer to the uniformed forces would increase the starting salary to approximately \$6,900 for a forty-hour week with raises to almost \$8,000 in three years, inclusive of paid holidays and uniform allowance.

To be eligible for the police force, candidates must be between the ages of 20 and 28 inclusive, at least 5 feet, 8 inches tall, with 20/30 vision in each eye without glasses, and be of good character. A high school diploma, or an equivalency certificate, or a G.E.D. certificate issued by the Armed Forces, and a driver's license are also needed. These, however, are not needed until time of appointment to the Police Academy.

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ALBANY 8, N.Y. Phone IV 2-8474

Engineer Needed

The U. S. Army Transportation Terminal Activity, Brooklyn, is seeking an architectural engineer, GS-11, \$8,575 to \$10,695 per annum. Qualified persons may obtain further information and applications from the Civilian Personnel Division, U. S. Army Transportation Terminal Command, Atlantic, 1st Avenue and 58th Street, Brooklyn, or call GEdney 9-5400, Ext. 2111.

obtained from the Executive Secretary, Veterans Administration Hospital, 130 W. Kingsbridge Rd., Bronx 68, or by calling LU 4-9000, Ext. 217.

Practical Nurses

Practical nurses are being sought to fill vacancies on all shifts at the New York City Veteran's Administration Hospital on First Avenue and East 24 St. Salary for these positions, which are available on all shifts, begins at either \$3,820 for those with no experience or \$4,110 for those with at least one year of experience. All candidates must have a license to practice nursing prior to employment.

Applications and further information may be obtained from the Personnel Division of the Hospital or by calling MU 6-7500, extension 260.

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Card Punch Operators

Applications are now being accepted for card punch operators, GS-3, positions at an annual salary of from \$3,820 to \$4,455 in the Philadelphia regional service center. For information write to the U.S. Civil Service Commission, P.O. Box 1168, Philadelphia 5, Pa.

NEW YORK STATE CORRECTION & M. H. SAFETY OFFICERS

NEW REG. UNIF. OUTER COAT No. 862-B (COR.) JENSELITE LINER \$64.95

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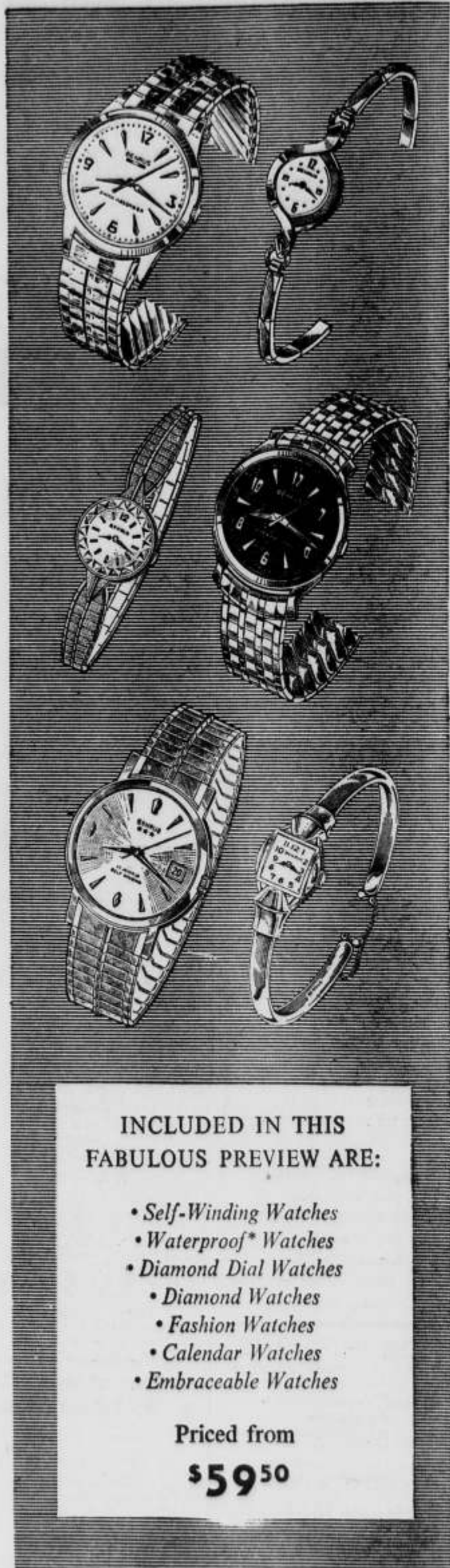
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LEGAL NOTICE

CITATION—THE PEOPLE OF THE STATE OF NEW YORK, By the Grace of God Free and Independent—To: ANDREAS KULENKAMPPF and GABRIELA KULENKAMPPF, infants under 14 years of age, and MARIA ROSA GUILDEMEISTER DE FERREYROS, as Guardian of the Person and Property of Andreas Kulenkampff and Gabriela Kulenkampff, being the persons interested as creditors, legatees, devisees, beneficiaries, distributees, or otherwise, in the estate of ARND KULENKAMPPF, deceased, who at the time of his death was a resident of Lima, in the Republic of Peru, SEND GREETING: Upon the petition of FIDUCIARY TRUST COMPANY OF NEW YORK, a corporation duly organized and existing under the laws of the State of New York, having its principal office at No. 1 Wall Street, City, County and State of New York.

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 20th day of November, 1962, at ten o'clock in the forenoon of that day, why the Account of Proceedings of Fiduciary Trust Company of New York as Ancillary Administrator of the Estate of Arnd Kulenkampff, deceased, should not be judicially settled and allowed; why the personal claim of Fiduciary Trust Company of New York in the amount of \$97.13 for investment management services should not be allowed; why Fiduciary Trust Company of New York should not be directed to distribute the balance of the estate remaining in its hands to Maria Rosa Guldemeister de Ferreyros as Guardian of the Person and Property of Andreas Kulenkampff and Gabriela Kulenkampff, infants, subject to withholding therefrom of a reserve equal to 30% of the income collected and to be collected and the capital gains realized and to be realized subsequent to December 31, 1961, and interest thereon pending the final determination of the Federal Tax liability therefor. 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 JOSEPH A. COX, a Surrogate of our said County, at the County of New York, the 11th day of October, in the year of our Lord one thousand nine hundred and sixty-two, Philip A. Dunbar, Clerk of the Surrogate's Court. (L.S.)

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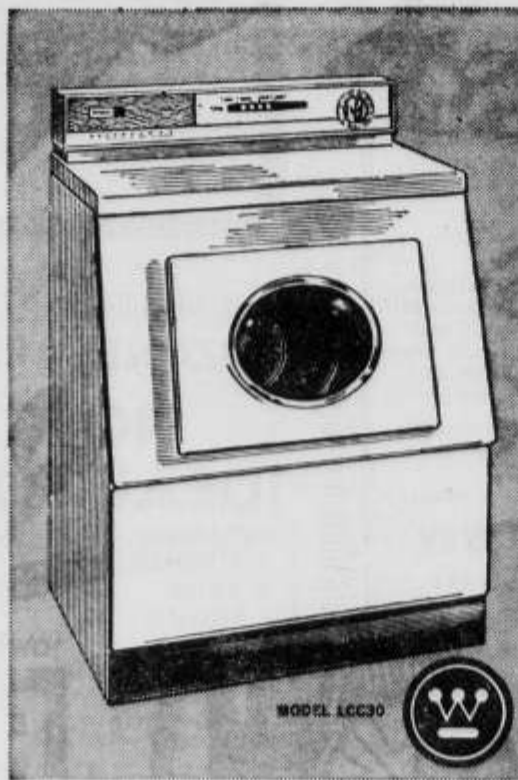


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OL 7-3838

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NSF Grant Awarded To Dr. William Harlow

SYRACUSE, Nov. 5 — The National Science Foundation has just awarded an additional grant of \$2,300 to Dr. William M. Harlow, professor of wood technology at the State University College of Forestry at Syracuse University, for the production of a 30-minute motion picture film on "Mechanism of Moisture Movement in Wood."

U.S. Park Guide Jobs

(Continued from Page 5) least six months experience in the oral presentation of factual data. Another requirement includes a year and half of experience which involved group leadership, experience in teaching and lecturing to groups, and experience in the individual or collective handling of group situations. All applicants will be required to pass a written test which is designed to measure verbal ability, ability to learn, and ability to adapt to the duties of the position. The examination will be given in Albany, Glens Falls, and Schenectady. Applicants should indicate in their application cards where they wish to be examined. Application cards (Form 5000-AB) and announcements PH-70-03-62) may be obtained from

the Executive Secretary, Board of U. S. Civil Service Examiners, Northeast Region, National Park Service, 143 South Third Street, Philadelphia; or from the Director, New York Region, U. S. Civil Service Commission, News Building, 20 East 42nd St., New York; or the Superintendent, Saratoga National Historical Park, Stillwater; or any post office.

Filing Ended
The Department of Personnel of N.Y. City has announced that there were 23 applications made

for the administrative assistant positions (IBM Equipment) during the filing period between Sept. 5 and Sept. 19.

Shoppers Service Guide

Appliance Services
Sales & Service recond. Refrigs, Stoves, Wash Machines, combo sinks. Guaranteed TRACY REFRIGERATION—OY. 2-0900 240 E 149 St. & 1204 Castle Hills Av. Bx. TRACY SERVICING CORP.

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PR 8-1600

FOR THE BEST IN
IN ALL SECTIONS — PAGE 11

LEGAL NOTICE

CITATION. — THE PEOPLE OF THE STATE OF NEW YORK, By the Grace of God Free and Independent, TO: AVIS C. THOMAS, LORRAINE TURCK DISERENS, W. HARRY STROMENGER, as Administrator of the Estate of Katherine T. Condict, deceased; Infants under 14 Years of Age: ALDEN C. THOMAS, ANTHONY R. THOMAS, ANDREW P. THOMAS, CRAIG W. DISERENS, STEPHEN E. DISERENS, LISA L. DISERENS, FENTON B. TURCK III and NANCY L. TURCK, being the persons interested as creditors, legatees, devisees, beneficiaries, distributees, or otherwise in the trusts under the Last Will and Testament of Avis Paine Turck, deceased, who at the time of her death was a resident of the County and State of New York.

SEND GREETING:
Upon the petition of FENTON B. TURCK, residing at 79 East 79th Street, New York, New York.
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 16th day of November, 1962, at ten o'clock in the forenoon of that day, why Fenton B. Turck should not be permitted to resign as Trustee of the trusts under the Last Will and Testament of Avis Paine Turck, deceased, why The Chase Manhattan Bank should not be appointed substituted Trustee of said trusts, why the accounts of proceedings of Fenton B. Turck, as said Trustee, should not be judicially settled, why he should not be discharged of all accountability, as such Trustee and individually, as to all matters embraced in said accounts and why the fee of Petitioner's attorneys herein should not be fixed and allowed in the sum of \$1,500, together with their necessary disbursements.

IN TESTIMONY WHEREOF, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed.
(Seal) **WITNESS**, Honorable S. SAMUEL DE FALCO, a Surrogate of our said County at the County of New York, the 2nd day of October in the year of our Lord one thousand nine hundred and sixty-two.
Philip A. Donahue
Clerk of the Surrogate's Court
WINTHROP, STIMSON, PUTNAM & ROBERTS
Attorneys for Petitioner
40 Wall Street
New York 5, N.Y.

LEGAL NOTICE

BELL, JACKSON W. — CITATION. — File No. P2859, 1962.—The People of the State of New York, By the Grace of God Free and Independent, to MARTHA TRUDELL, RICHARD TAIT, SOPHIE ZELINKA, SAMUEL HUGHES, MARGARET WILSON HILL, MARTHA JANE KING, ELIZABETH DAVISON, ALEXANDER D. HUGHES, PRESCOTT R. HUGHES, JAMES HIGGINS, MARGARET RITTER, REGINA RITTER (SISTER MARY HYACINTH O.P.), Children of brothers and sisters of Jackson Bell, paternal grandfather of decedent, if any, or if any died after decedent, their heirs at law, next of kin, distributees, legatees, executors, administrators, assignees and successors in interest whose names are unknown and cannot be ascertained after due diligence, Children of brothers and sisters of John Watkins, maternal grandfather of decedent, if any, or if any died after decedent, their heirs at law, next of kin, distributees, legatees, executors, administrators, assignees and successors in interest whose names are unknown and cannot be ascertained after due diligence, and to all other heirs at law, next of kin and distributees of JACKSON W. BELL, the decedent herein, if living, and if any of them be dead, to their heirs at law, next of kin, distributees, legatees, executors, administrators, assignees and successors in interest whose names are unknown and cannot be ascertained after due diligence.
YOU ARE HEREBY CITED TO SHOW CAUSE before the Surrogate's Court, New York County, at Room 504 in the Hall of Records in the County of New York, New York, on November 29, 1962, at 10:00 A.M., why a certain writing dated May 15, 1960, which has been offered for probate by WILLIAM M. WINANS, residing at 167 Larchmont Avenue, Larchmont, New York, should not be probated as the last Will and Testament, relating to real and personal property, of JACKSON W. BELL, Deceased, who was at the time of his death a resident of 1497 Lexington Avenue, Borough of Manhattan, in the County of New York, New York.
Dated, Attested and Sealed, October 4, 1962.

HON. S. SAMUEL DE FALCO,
(I.S.) Surrogate, New York County.
PHILIP A. DONAHUE
Clerk.

HEATING WORK

MANHATTAN STATE HOSPITAL, WARDS ISLAND, NEW YORK CITY
Sealed proposals covering Heating Work for Repairs to Bakery Oven Oil Burner Controls, Building No. 106, Manhattan State Hospital, Wards Island, New York City, accordance with Specification No. 180049-H, will be received by Henry A. Cohen, Director, Bureau of Contracts, Department of Public Works, 12th Floor, The Governor Alfred E. Smith State Office Building, Albany N.Y., on behalf of the Department of Mental Hygiene, until 2:00 o'clock P.M., Eastern Standard Time, on Wednesday, November 28, 1962, when they will be publicly opened and read.
Each proposal must be made upon the form and submitted in the envelope provided therefor and shall be accompanied by a certified check made payable to the New York State, Department of Public Works, in the amount stipulated in the proposal as a guaranty that the bidder will enter into the contract if it be awarded to him. The specification number must be written on the front of the envelope. The blank spaces in the proposal must be filled in, and no change shall be made in the phraseology of the proposal. Proposals that carry any omissions, erasures, alterations or additions may be rejected as informal. The State reserves the right to reject any or all bids. Successful bidder will be required to give a bond conditioned for the faithful performance of the contract and a separate bond for the payment of laborers and materialmen, each bond in the sum of 100% of the amount of the contract. Specification may be examined free of charge at the following offices:
State Architect, 270 Broadway, New York City.
State Architect, 4th Floor, Arcade Bldg. 486-488 Broadway, Albany 7, N.Y.
District Supervisor of Bldg. Constr., State Office Building, 333 E Washington St., Syracuse, N.Y.
District Supervisor of Bldg. Constr., Genesee Valley Regional Market, 900 Jefferson Road, Rochester 23, N.Y.
District Engineer, 605 Court St., Buffalo, N.Y.
Manhattan State Hospital, Wards Island, New York City.
Specifications may be obtained by calling at the Bureau of Contracts, (Branch Office), 4th Floor, Arcade Bldg., 486-488 Broadway, Albany 7, N.Y., or at the State Architect's Office, 18th Floor, 270 Broadway, New York City, and by making deposit for each set of \$10.00 or by mailing such deposit to the Albany address. Checks should be made payable to the State Department of Public Works. Proposal blanks and envelopes will be furnished without charge. The State Architect's Standard Specifications of Jan. 2, 1960 will be required for this project and may be purchased from the Bureau of Finance, Department of Public Works, 14th Floor, The Governor Alfred E. Smith State Office Building, Albany, N.Y., for the sum of \$5.00 each.
DATED: 10-29-62

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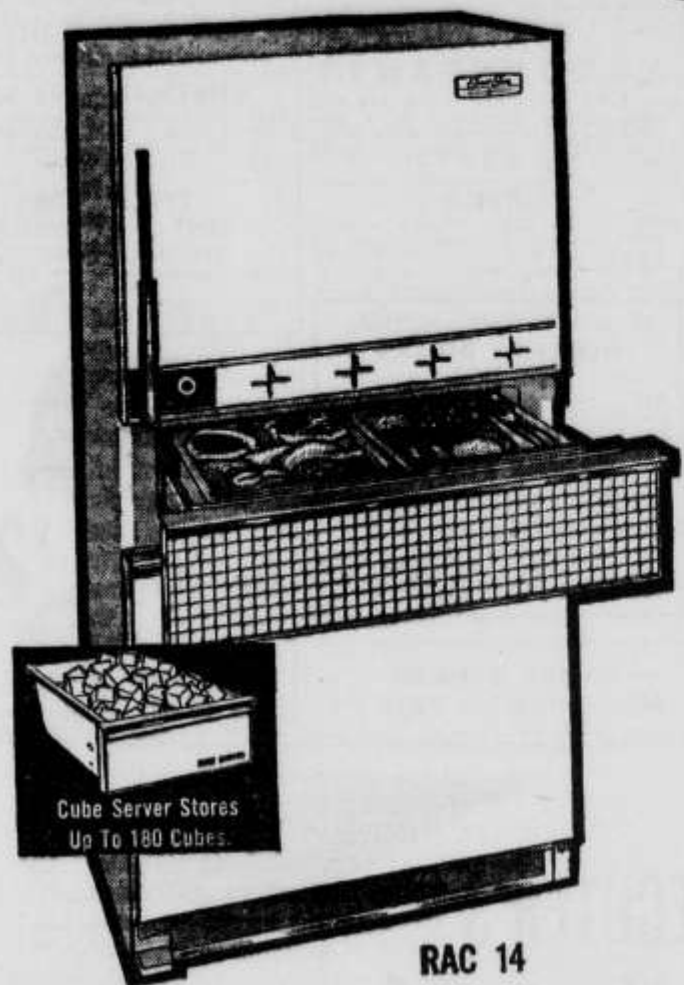
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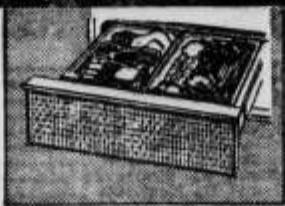
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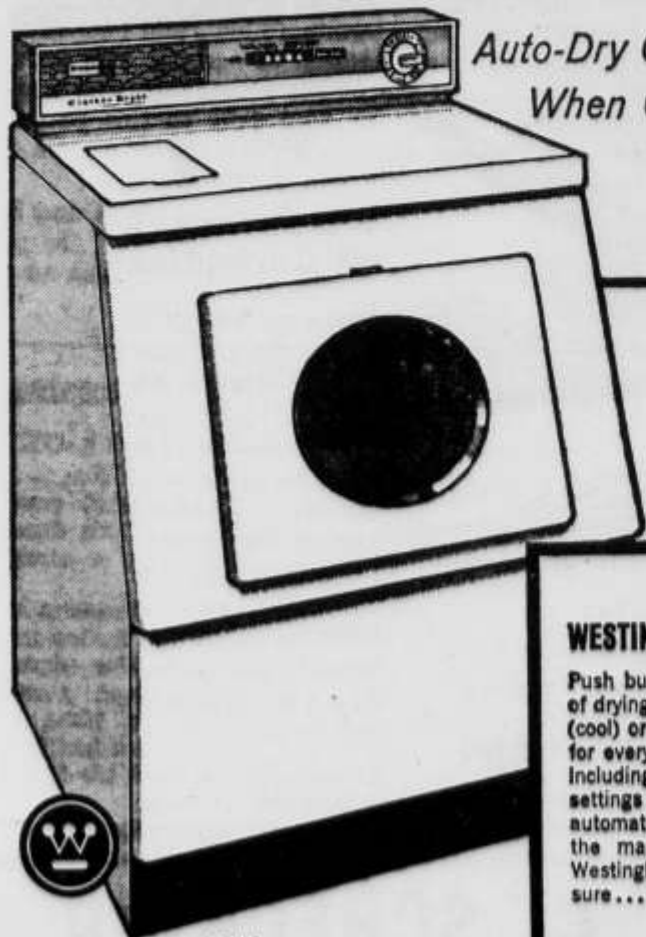
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DINNER — Many members and guests attended the annual dinner of the Schoharie County chapter of the Civil Service Employees Association recently at the Parrott House in Schoharie. Shown in the above picture are Joseph

Felly, president of the CSEA; Henry McFarland, director of municipal services for the State Department of Civil Service; Sam Borelly of the Central Conference, CSEA; Lewis Borek, president of the chapter; Marian Joslyn, first vice-president and James Daniels, second vice-president.

MENTAL HYGIENE MEMO

By WILLIAM ROSSITER
CSEA Mental Hygiene Representative

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

Above The Call of Duty

ABOVE AND BEYOND the call of duty are words that have special meaning—words that we like to read or listen to. They exemplify and praise some special activity, feat, bravery, ambition, interest or accomplishment.

THEY ARE USED by the military in times of war and peace and deservedly so. When members of the police or fire forces and even the average civilian performs some outstanding act, special recognition and praise is heaped upon the doer. We, as citizens and Americans, are proud and happy that these individuals receive these special attentions in the press or in everyday conversation.

MANY SUCH SIMILAR feats, interest or special works go unnoticed, unsung, or otherwise. Am sure that most people know little of some of the many deeds and generosityes that take place for the less fortunate people in our society, by benefactors, known or anonymous.

CARING FOR THE mentally ill is not an easy task for the employees in the New York State Department of Mental Hygiene. The work is demanding but the rewards are many for the right thinking employee. It is a unique challenge that many people do not understand. So many patients have families that are interested and concerned. They visit regularly and do their best for the mentally ill patient. Many families don't care. For the chronically ill patient, this becomes more difficult as in many cases, he is completely forgotten. In some instances, there are no relatives or friends. Some make it alone—most can't. It is akin to a ship without a rudder.

THERE ARE MANY planned activities in all of our institutions, the purpose of which is to stimulate and aid the patient. These activities are known, expected and enjoyed—they are part of the hospital or school routine.

IT IS THE PERSONAL, specific or distinctive things that some of our employees do that deserve more recognition and praise—activity that requires something special in addition to one's regular duties.

SOME OF THESE include birthday parties and birthday gifts, visits to the theatre, baseball, football or hockey games.

IN ADDITION TO counseling and individual psychotherapy, how many times have we heard of employees giving patients clothing, shoes, money, cosmetics, cigarettes and many other gifts. Certain employees take patients to their homes, to dinners, to playgrounds, parks or beaches (with administrative approval, of course). And in so many cases husbands or wives assume this along with their other responsibilities in their every day lives.

EMPLOYEES DO many other things for patients—the above mentioned only scratches the surface. It is to these civil servants in all departments that we wish to commend as they are helping in the attempt to triumph over tragedy.

WE ARE REMINDED of the woman patient in one of our hospitals who had a terminal illness and had delusions about the food which she refused to partake. The patient had no relatives. One of the female attendants, who was least able financially, brought in food daily to this patient for two years. If death hadn't occurred, we feel certain that these generous deeds would still continue.

IF YOU WANT to say that it is above and beyond the call of duty when special things are done for patients by some employees, go ahead and say so—you are probably right.

Eligibles on State and County Lists

ASSOCIATE COMPENSATION CLAIMS EXAMINER — W.C.B.

- 1 Oaso, R., Syracuse 940
- 2 Fell, J., Flushing 940
- 3 Ingegniero, C., Babylon 940
- 4 Lomonstein, B., Nassau 861
- 5 Shamos, F., NYC 880
- 6 Stamos, R., Brooklyn 880
- 7 Goy, A., Brooklyn 835
- 8 Pogor, M., St. Albans 820
- 9 Grossman, R., NYC 805

ASSOCIATE LOCAL ASSESSMENT EXAMINER—OFFICE FOR LOCAL GOVERNMENT

- 1 White, W., Fayetteville 889
- 2 Guard, A., Geneva 883
- 3 Vels, D., Albany 862
- 4 Shaver, E., Binghamton 841

PRINCIPAL STENOGRAPHER—AGRICULTURE AND MARKETS

- 1 Regan, E., Latham 938
- 2 George, D., Rochester 889
- 3 Ernst, E., Buffalo 850
- 4 Dillon, K., Cohoes 843
- 5 Holmes, E., Watervliet 814

PRINCIPAL STENOGRAPHER—BANKING

- 1 Gregg, M., Jackson HI 849
- 2 Sternlicht, L., Flushing 841
- 3 Cloves, H., Syracuse 815
- 4 Bondi, J., Bayville 791

STENOGRAPHER — INSURANCE

- 1 Haimowitz, S., Union City, N.J. 951
- 2 Tanti, R., Brooklyn 894
- 3 Collins, A., Brooklyn 875
- 4 Graham, E., Jackson HI 822
- 5 Wensley, E., Delmar 822
- 6 Lewis, R., Newtonville 792

PRINCIPAL STENOGRAPHER — LABOR

- 1 Vanderhoff, G., Long Beach 1024
- 2 Morrissey, R., Syracuse 1020
- 3 Fallon, J., Albany 1012
- 4 Iwein, E., Buffalo 995
- 5 Bucher, S., Brooklyn 969
- 6 Weller, A., Syracuse 945
- 7 Newberry, M., Binghamton 939
- 8 Swenson, E., NYC 915
- 9 Lued, M., Tonawanda 915
- 10 Culligan, C., Albany 877
- 11 Mann, M., Johnson CI 852

PRINCIPAL STENOGRAPHER—PAROLE

- 1 Byer, H., Cohoes 904
- 2 Styles, E., Troy 899
- 3 King, K., Albany 886
- 4 Mahoney, B., Buffalo 813
- 5 Wendt, G., NYC 772

PRINCIPAL STENOGRAPHER — PUBLIC WORKS

- 1 Keyser, B., Albany 1032
- 2 Walsh, H., Poughkeeps 905
- 3 Scudlon, M., Amityville 980
- 4 Jeean, H., Watertown 935
- 5 Mastandrea, G., Cohoes 918
- 6 Polinsky, M., Watertown 917
- 7 Barone, M., Albany 915
- 8 Rogers, E., Castleton 895
- 9 Bell, E., Dolgevill 895
- 10 Sharp, M., N. Tonawand 885
- 11 Steiner, M., Mohawk 881
- 12 Curtis, F., Hyde Park 876
- 13 Karloskie, H., Hornell 869
- 14 Abbate, P., Troy 855

PRINCIPAL STENOGRAPHER—TAXATION AND FINANCE

- 1 Fallon, M., Cohoes 1039
- 2 Howard, E., Binghamton 1031
- 3 Mittnacht, D., Nassau 955
- 4 Goldstein, R., Brooklyn 880
- 5 Hanley, M., Brooklyn 880
- 6 Owens, C., Mineola 866
- 7 Phalon, N., Albany 856
- 8 Broelman, B., Albany 837
- 9 Humphrey, M., Delmar 829
- 10 Adams, E., Albany 820
- 11 Vincent, M., Albany 820
- 12 Bentley, E., Watervliet 813
- 13 Birch, L., Brookview 805
- 14 Carey, T., Bronx 797
- 15 Brundage, E., New Batten 795

PRINCIPAL STENOGRAPHER—THRUWAY AUTHORITY

- 1 Raughino, E., Glensont 821

SENIOR LOCAL ASSESSMENT EXAMINER—OFFICE FOR LOCAL GOVERNMENT

- 1 Coxice, R., Penn Yan 975
- 2 Witfield, H., Chatham 917
- 3 Palmer, A., Malone 905
- 4 Dismick, S., Geneva 887
- 5 Hanson, J., Fishkill 877
- 6 Golan, J., Olean 865
- 7 Wadler, J., Brooklyn 861
- 8 Edinger, J., Shanticle 851
- 9 Benaldi, G., Monticello 850
- 10 Guberman, A., Brooklyn 844
- 11 Mack, J., Schenectady 841

SENIOR MEDICAL RECORDS CLERK—HEALTH, ROSWELL PARK MEMORIAL INST.

- 1 Saunders, J., Hamburg 950
- 2 Hughes, V., Leltonwanna 886
- 3 Oelske, K., Buffalo 883
- 4 McTigue, A., Buffalo 876
- 5 Rappold, G., Cheektowag 839
- 6 Kossman, L., Buffalo 807
- 7 Twist, E., Buffalo 802

IDENTIFICATION ANALYST—CORRECTION

- 1 Welch, T., Albany 933
- 2 Fleming, M., Albany 888
- 3 Markham, J., Troy 871
- 4 Rosters, C., Troy 846

Thruway Holds Award Dinners

ALBANY, Nov. 5—The State Thruway Authority has held its award dinners in honor of the best toll stations on its 559-mile superhighway.

The winning stations in each of the Thruway divisions was: Suffern for New York; Saugerties for Albany, Geneva for Syracuse and the City Line Barrier for Buffalo.

Authority Chairman R. Burdell Bixby presented certificates and honor flags to the winning stations at award dinners held in Kingston and West Henrietta.

Under the contest, the 51 toll stations in the system are rated by section and division toll supervisors on the appearance and attitude of personnel, efficiency of station operation and procedures and appearance of grounds and buildings.

Purpose of the contest is to encourage increased efficiency and courtesy of personnel and to promote safety and economy of operation.

Andrew Pavlick, Sr., Matteawan Aide, Dies

Andrew Pavlick Sr., of 39 Lincoln Avenue, Beacon, N. Y., died on Monday, October 29, in Highland hospital, Beacon.

Born in Slovakia on Sept. 13, 1891, Mr. Pavlick was a member of the Matteawan State Hospital Civil Service Employees Association. Prior to his retirement about 15 months ago, he had been employed as an attendant at Matteawan State Hospital for approximately 37 years.

Columbia Assn. Honors Edmunds

This year's Columbia Transit Award, presented annually by the Columbia Association of the New York Transit Authority, went to Transit Authority's general manager, General James B. Edmunds. The award was presented to General Edmunds at the Columbia Association's 12th annual dinner, Thursday, Oct. 25, at Ben Malsik's Town and County Club in Brooklyn.

Salvatore Bellistri, president of the association, said the award was bestowed upon General Edmunds in recognition of his services to the people of New York City in the field of transportation.

Bellistri added that a "Special Achievement Award" was presented posthumously, to the late TA chairman, Charles L. Patterson, in recognition of his outstanding leadership and devoted service to the Transit Authority.

McDonough Installs Erie Chapter Columbia County CSEA Officers

HUDSON, Nov. 5—New officers were elected recently by the Columbia County Chapter of the Civil Service Employees Association at a meeting in the Freeport Fire Station near Hudson. The new officers are John Dunn, president; Fred Scott, vice president; Parker Cross, treasurer; Helen Harder, secretary, and William Davis, delegate. Installation of the offices was conducted by Thomas McDonough, public relations assistant at CSEA headquarters in Albany.

In other business, the chapter voted to meet four times a year instead of three times, as in the past.

Erie Chapter Growth Continues

BUFFALO, Nov. 5—Already one of the largest groups in the CSEA, the Erie County Chapter is planning to enroll additional members.

Chapter President Alexander T. Burke said he has requests from 16 non-teaching employees in the Grand Island Central School system for CSEA membership and also has had inquiries from employes of the Town of Grand Island.

Organization is underway among both groups, Mr. Burke noted.

Plans also are in the formative stage for a CSEA unit, to be part of the Erie Chapter, in the Cheektowaga Central School system.

Newark State Sets Thanksgiving Dance

The Newark State School chapter, Civil Service Employees Association, has completed plans for their annual Thanksgiving dinner dance which this year will be held at the Elks Club on November 17.

Vice president Albert Gallant, who is general chairman, has appointed Harry Kabat to be in charge of ticket sales, which must end on November 12th. Tickets may be purchased from either of the above or from any of the following; Roy Burm, Harry Douglas, Joe Calabrese, Miriam Trowbridge, Jim Meath, Lois Kardys, Leona Manley, Mary Lane, Mrs. Casselman, Mrs. Severson, Mrs. Roy Burm, Mrs. Grant, Mrs. Spade, Mrs. Wilson, Mrs. Carlyle, Andy De Wolf, or Mrs. Fitchpatrick.

A roast beef dinner will be served at 7:30 p.m. followed by dancing to "Duke" Miller's Orchestra until 1:30 a.m. There also will be a drawing for a door prize. The Committee anticipates a good crowd and an enjoyable evening of good fellowship.

File Continuously With City

The New York City Personnel Dept. is accepting applications on a continuous basis for positions in 18 different job titles. The examinations, for jobs in various locations and positions, are being held on an open-competitive basis.

For most of the exams, applications are available at the Applications Section, New York City Department of Personnel, 96 Duane St., New York 7, N.Y.

The titles, with salary ranges, are:

- Assistant architect, \$7,100 to \$8,290.
- Assistant architect \$7,100 to \$8,900 a year.
- Assistant civil engineer, \$7,100 to \$8,900 a year.
- Assistant mechanical engineer, \$7,100 to \$8,900 a year.
- Assistant plan examiner (building), \$7,450 to \$9,250 a year.
- Civil engineering draftsman, \$5,750 to \$7,190 a year.
- Dental hygienist, \$4,000 to \$5,080 a year.
- Junior civil engineer, \$5,750 to \$7,190 a year.
- Junior electrical engineer, \$5,570 to \$7,190 a year.

- Recreation leader, \$5,150 to \$6,590 a year.
- Junior mechanical engineer, \$5,750 to \$7,190 a year.
- Occupational therapist, \$4,850 to \$6,290 a year.
- Patrolman, \$6,132 to \$7,616 a year.
- Public health nurse, \$5,150 to \$6,590 a year.

Federal Positions As Investigators Open In NYC Area

Applications are being accepted continuously for positions open to investigator, investigator trainees, and investigator aides. These jobs, which are being offered by the U.S. Civil Service Commission, have annual salaries of from \$4,565 to \$7,560.

Minimum requirements for these titles are a four year college degree or three years experience in the field.

Write to Loretta Fiorello, Investigations Division, New York Region Federal Civil Service Commission News Building, 220 E. 42 St., New York 17, N.Y., for further information or applications.

For the following secretarial jobs apply to the Commercial Office of the New York State Employment Service, 1 East 19th St., Manhattan. After passing the test candidates will be given City application forms which they will then file at the Application Section of the Department of Personnel, 96 Duane St., New York 7, N.Y.

- College secretarial assistant A, \$3,700 to \$5,100 a year.
- Stenographer, \$3,500 to \$4,580 a year.

Carpenter Filing

The Department of Personnel has received 1,587 applications for the positions of carpenters during the filing period from Sept. 5 to Sept. 25.

Trainee Positions Remain Open To College Students

The U.S. Government is offering college students the opportunity to work while attending school and earn up to \$77 per week. These part-time jobs have been offered to students to help stimulate interest in higher education and to aid students who might otherwise not be able to attend school.

Students may alternate periods of school attendance and employment, may be employed part-time while attending school, or may work during school vacation.

The student trainee program offers students the opportunity to train in nearly 20 occupational fields, mostly in science and engineering.

After graduation, trainees may

be appointed to full-time professional, technical and other positions at \$4,345 a year. However, those with outstanding academic records or those with at least a year's work experience under the program may receive \$5,355 a year.

Students must apply for employment in the specialized field consistent with their college or high-school studies. Applicants interested in vacation work programs should apply for the examination early in the school year to assure greatest consideration for jobs next summer.

Additional information and the application card, Form 5000-AB, are available from college placement offices, post offices, or Boards of Civil Service Examiners at many Federal installations, civil service regional offices, or the U.S. Civil Service Commission, Washington, D. C.

Internal Auditor; \$7,560

The Air Force has an opening for an internal auditor at Newburgh. Salary begins at \$7,560 a year.

Interested applicants may send written resume or telephone J. R. Mc Kinney, U.S. Air Force Resident Auditor, 4603 Air Base Group, Stewart Air Force Base, New York, or call 914-John-1300, extension 277. A degree in accounting with three years of professional accounting or auditing experience is required. One year of this must have been in performance of comprehensive internal audits; appraisals of accounting systems; procedures and internal controls.

P.R. I.Q.

(Continued from Page 2)
a shambles as well as a "babel." AS MORE AND more government departments and agencies adopt public relations as an integral part of their modus operandi, we should see better government, happier employees rendering topnotch service, and increased civil service pay for jobs well done.

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- A. New Vivant* B. Grandeur*
- C. Young Love* D. Damask Rose*
- E. Sentimental* *Trade-marks of Oneida Ltd.

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Correction Supervisors Hold Meeting in Albany

The Uniform Supervisors Association of the New York State Department of Correction held their Fall Meeting with Commissioner Paul D. McGinnis and Deputy Commissioners John R. Cain and Benjamin Weinberg at the Wellington Hotel, Albany, on October 22 and 23.

The following delegates were in attendance: John Geard, Attica;

John VanDuzen, Great Meadow; Martin O'Connor and W. Vredenberg, Woodbourne; N. Otis, Napanoch; M. Orlando and J. Warne, Albion; Charles Lamb, Sing Sing; V. Smith, Matteawan; C. Bradshaw, Elmira; L. Alexander, Auburn; C. Stewart, Clinton; G. Wary, Dannemora; G. Vetter, Walkill; B. Morris, Westfield and E. Glashen, Coxsackie.

John Van Duzen, outgoing president, received election committees report and introduced the newly elected officers for 1962-1963. Elected president was Charles E. Lamb, Sing Sing; vice-president, Martin O'Connor, Woodbourne; secretary, Janis Warne, Albion, and treasurer, J. P. Geard, Attica. Van Duzen was elected to the Executive Committee.

Report Date Set

The Committee for Revision of Rating Charts, reported that they will be in a position to submit their final recommendations prior to the February meeting.

Due to absence of members of the 25 year Retirement Committee, no report was made.

A Committee was appointed to check into Chapter 191 Laws of 1957 which amended Civil Service Law, Section 131 (6), in case other employees are entitled to retroactive pay under this section.

Bradshaw spoke on the upgrading of supervisory personnel and Vredenberg spoke in reference to issuance of identification cards and badges being available for travel purposes.

Otis requested support for proposed legislation in reference to payment of accumulated sick leave. Stewart proposed some new ideas in reference to issue of uniform equipment or allowance. Wray spoke on uniform insignias and reorganization of supervisory personnel at Dannemora and Matteawan.

Miss Orlando requested information as to what progress is being made in the reorganization and staffing patterns at the Women's Institutions.

Mr. V. Smith requested infor-

mation as to future status and transfer possibilities of chief security officer.

Lamb then opened discussion on problems confronting members of the department:

- Had new sergeants items been included in the current budget?
- What action is being taken in reference to the establishment of a correctional training academy?
- Have any changes been made in the qualifications for future correction officer examinations?
- What action is contemplated for correction officers attendance at St. Lawrence University?
- Have any provisions been made to cover the shortage in the uniformed forces due to the necessity of officers replacing civilian personnel during sick leave, and other vacancies?

New Cortland CSEA Unit Wastes No Time Starting

CORTLANDT, Nov. 5—The new Town of Cortlandt Unit of the Westchester chapter, Civil Service Employees Association, doesn't waste any time.

At a meeting last Monday at which unit members elected their first slate of officers, they also approved for submission to town officials a comprehensive, four-point employee benefit program.

New Officer's Program

The new officers are David Smith, president; Kenneth Travis, vice president; George Burns, secretary; Raymond Mobry, treasurer, and A. Conklin, sergeant at arms.

The four point program, which has been submitted to Town Supervisor Charles Cook, calls for a five per cent salary increase, seven days of sick leave per year and accumulation of unused sick leave up to 30 days, two weeks vacation after one year and three weeks vacation after ten years, and adoption of a meal allowance schedule for the town's maintenance employees based on number of hours worked before or after the regular work day.

Each proposal was accompanied by data listing comparative benefits in other towns, counties, authorities and the State.

Greene County Highway Aides Pay Tribute To Two Fellow Employees

Greene County Civil Service Employees Association highway employees honored two fellow workers at their annual dinner-dance, which was held on Oct. 6 at the Catskill Country Club.

Warren D. Becker, former highway foreman from Prattsville, guest of honor, was paid tribute by his fellow employees upon his retirement during the past year. Edward Hepperle, resident engineer, presented Becker with a gold wrist watch from the CSEA members as a token of their friendship.

Herman Schafer, supervisor of maintenance from the district office in Albany, awarded Frank J. Cummings, the States' oldest, active employee working in the County, a certificate and pin for

Dr. Snow Named Hudson River Hosp. Director

Dr. Herman B. Snow has been promoted to senior director of Hudson River State Hospital by Dr. Paul H. Hoch, New York State Commissioner of Mental Hygiene.

Dr. Snow formerly served, from 1945 on, at St. Lawrence State Hospital at Ogdensburg. He took over his duties on October 11th, replacing Dr. Robert C. Hunt who retired after five years at the Poughkeepsie institution.

A native of New York City, Dr. Snow was graduated from Syracuse University and served as the acting medical inspector for the State of New York Mental Hygiene Department from 1949 to 1951.

Dr. Snow has published a number of articles on psychiatric subjects, particularly the "open hospital," and received the Adolf Meyer Memorial award in May of 1959 for work in devising the "Open Door" at St. Lawrence.

Travel To Spain And Caribbean

(Continued from Page 1) tour is open to CSEA members throughout the State.

Caribbean Cruise

For the third year in a row, the ever-popular Caribbean cruise is being repeated and the American Export liner S.S. Atlantic is the cruise ship again. Departure date for the 14-day trip around the Caribbean is March 29 from New York, with prices starting at \$380.

Ports of call will include San Juan, Puerto Rico; St. Thomas, Virgin Islands; Fort de France, Martinique; Port of Spain, Trinidad; Curacao, Dutch West Indies, and Kingston, Jamaica.

Fun At Sea

There will be a "Welcome Aboard" cocktail party, dancing and Broadway entertainment while at sea, shipboard parties and games and the swimming pool will be open. First run movies are another feature.

As a special bonus, CSEA members will be given free shore excursions in San Juan, Trinidad and Kingston.

The amount of space available is limited because the cruise takes place at the height of the season and the Atlantic is one of the most popular ships in the Caribbean cruise trade.

Immediate application may be made by writing to Rebella Eufemio, Box 233, Pearl River, N.Y., or by contacting Civil Service Club at the above-mentioned address and telephone number.

News of other travel offerings to Mexico and Europe will appear in future issues of The Leader.

Jewish Employees Assn. Re-elects Gray, Sets Dinner

Jewish State Employees Association has reelected President Alfred Grey and his entire staff of officers for 1962/63 term. They are vice-presidents Louis Berkower, Sylvia Greenbaum, Florence Polett, Martin J. Maisel, Sylvia Miller, Edith Weiss and Stella Magaliff.

Chanukah Dinner Dance

Benjamin Kramer, the executive program chairman, is also chairman for the Tenth Annual Chanukah Dinner Dance to be held on Dec. 19, at Gluckstern's Empire Room, 76 Norfolk St. Manhattan.

The other officers are: treasurer, Gertrude Lake; recording secretary, Rose Feuerman; corresponding secretaries, Dorothy Rapkine and Lillian Eisenberg; financial secretary, Gladys Stricoff; Board of Directors, Morris J. Solomon, honorary chairman, Nathan Rogers, chairman, and members Morris Gimpelson, Edna Carlin, Milton G. Chasin, Mae Katz, Rose Strow.

Grey will head a delegation to the Sixth Annual Spiritual Breakfast of the Council of Jewish Organizations in honor of Dr. Herman P. Mantell on Nov. 4. Sylvia Greenbaum has tickets for the weekend at the Concord Hotel, Nov. 8 to 11. She may be called at CO 7-9800 Ext. 7241.



ANNUAL DINNER — The Civil Service Employees Association, chapter of St. Lawrence County held its annual membership dinner recently at the Sunset lodge, Potsdam-Norwood road. Left to right, seated: Mrs. Orion Hess, Mrs. Frances Williams, membership chairman; Mrs. Patricia Dunkelberg, social chairman; Mrs. Barbara Irish, secretary of the St. Lawrence County chapter; Mrs. Raymond Castle, Mrs. Walter Mon-

feith, Samuel Borelly, Utica, president of Central Counties Workshop conference. Standing, Marion C. Murray, executive representative of the chapter; Rev. Orion Hess; Walter E. Monteith, chapter president; Assemblyman Verner M. Ingram; Vernon L. Tapper, CSEA third vice president and toastmaster; Raymond G. Castle, State second vice president and A. J. Donnelly, field representative of the Association.

his 25 years of service with the department.

Guests

Other guests from the Albany area were Mr. & Mrs. Winston Sanderson of Rensselaer, Mrs. Sanderson is an official of the District Chapter of the CSEA; Mr. Normand Vautrin, Water-vliet, treasurer of the District No. 1 Chapter; Mr. & Mrs. Matthew Kelts, Waterford, and Mr. Joseph Corr, Troy, also of the Department of Public Works. Many former retired employees and friends joined the members in their congratulations and best wishes to Mr. & Mrs. Becker and Cummings.

Cummings Presides

James P. Cummings, president, welcomed the assembly, and after the toast given by Eugene Fitzpatrick of Coxsackie to Becker, Cummings, turned the floor over to the very accomplished master of ceremonies, Fritz Michaelson, assistant resident engineer of East Durham. Michaelson introduced the guests, officers of the Unit and several interested friends of the Department.

Rating System

(Continued from Page 1)

that there is "very high feeling running against use of the present system in your department. These feelings are so universal that they cannot be confined only to those employees who have received relatively poor ratings."

The department's present rating system is on a multi-step basis and is marked on a statistical curve throughout the department.

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