

Civil Service LEADER

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EXCLUSIVE

Senator Wagner, Tom Curran Debate Civil Service Issues

See page 6

APPLY NOW NY STATE OPENS POST-WAR CAREER JOBS

See Details on Page 16

Federal Pay Raise Chances Getting Better Every Day

WASHINGTON—Chances of Federal employees getting a raise soon are looking better every day.

Latest advance in the raise sector is an announcement by Ohio Senator Harold Burton, ranking Republican member of the Senate Civil Service Committee, that he would ask for a complete review of the whole Federal wage situation.

He said Congress would be forced to do something to help the Government employee before expiration of the War Overtime Pay Act next June.

Sen. Burton's announcement comes on the heels of statements by both chairmen of Congress's civil service committees, that they intend to support raises for Gov-

ernment workers.

Salaries Up To Par

Rep. Ramspeck said that in lieu of a relaxation of the "Little Steel" formula Congress could bring the salaries of Federal workers up to a par with employees in private industry. He said that even if there was no change in the formula, Federal employees

should get more money.

Sen. Downey was even more generous in announcing his aims. He stated flatly that when Congress reconvenes after elections he would ask for a blanket 15 per cent raise for government workers, 90-day severance pay, and true time and one half pay for all overtime work. He said he wanted most of the provisions of the War Overtime Pay Act incorporated into the permanent statutes.

For the past six months the whole subject of raises for Federal employees has been avoided because Congress considered it politically obnoxious. As soon as elections are over the lawmakers

will be willing to take up the matter.

No Matter Who Wins

In light of such a strong Republican like Burton favoring a wage adjustment, it appears that no matter which party is successful at the polls, Federal employees are due for more money.

Bills already before Congress that would give Federal employees more money include:

A 15 percent basic raise based on a cost of living index.

Extension of the War Overtime Pay Act.

Establishment of a uniform night differential rate.

True time and one-half for holiday work.

The Scanlon resolution to set up a wage adjustment board.

Allow Civil Service Commission to establish new pay classes within grades and permit entrance into the service at above a grade minimum.

Speed up Ramspeck promotions.

The President has just signed a bill which will take care of Federal employees if Government goes back to 40 hours before expiration of the Overtime Pay Act. It was originally designed to aid 850 Customs employees, but, in fact, will give all persons making \$2000 or less extra pay at the rate of \$300 per year and 15 percent extra on \$2900.

SCHOLARSHIPS FOR VETS

By GEN. BRADLEY

see page 4

Poll Shows Employees Strong for Change In Present System of Promotion by Test

Employees in many New York City Departments forming behind the proposal to substitute a new setup for the present City method of promotions by examinations. The idea most favored is for automatic promotions to be based on satisfactory service, as shown by service ratings.

A recent poll taken among 62 inspectors of the Manhattan office of the Bureau of Water Register produced the following results:

- 54 approved the change
- 2 opposed any change
- 3 were doubtful
- 3 absent.

The new setup as presented to the Water Inspectors by one of

the staff members was as follows:

- 1—Entrance into the City job would still be by open-competitive examination, in order to fill City jobs with the best available candidates. The Municipal Civil Service Commission would continue to handle the examina-

tion and certification of eligibles for positions.

- 2—All promotion examinations would be eliminated except for a few higher administrative positions which would be filled by test.

- 3—To provide for regular advancement, after three years in a City position—provided that satisfactory work is shown by the annual service rating reports—which would continue under the supervision of the Civil Service Commission; the employee to re-

ceive annual increases of \$120, until he reaches the maximum salary for his grade. At present, many new City employees are covered by the McCarthy Law which provides three increments.

- 4—The Civil Service Commission should conduct in-service training courses to prepare employees for advancement to higher positions, with extra service-credits on satisfactory completion of a course.

To help bring this change about, the Water Supply, Gas and Electricity employees have laid their plan before the American Federation of Labor local in the department for study. Future plans call for joint action together with employees of other departments. Among the hurdles which the plan faces are: Approval by the City

Council and Board of Estimate and the Mayor, to make necessary changes in City laws; approval by the State Civil Service Commission.

Another department in which employee sentiment is strong for such a change is Sanitation.

MEMO TO OFFICIALS

Important!

THE PUBLIC ADMINISTRATOR and the employee of a government agency require more than a weekly resume of civil service rules, regulations, lists, complaints, and personnel changes. They will be better public servants, better governmental technicians, if they know what new things are being planned in their departments, and in others; if they know what new devices and methods are becoming available in transportation, sanitation, health, police, education, welfare, hospital, sewage, and fire work.

THE PUBLIC ADMINISTRATION section (see pages 10 and 11) deals with news, plans, programs of States, counties, cities towns and villages; it presents the problems of some communities, and relates the solutions to problems by other communities; it records new ideas by public officials and employees and by others whose work and talents are important in government.

State Employees Queried on Important Civil Service Questions

In order to determine the sentiment of State employees on vital State matters, The LEADER asked various delegates to the annual meeting of the State Association in Albany how they felt about these issues.

The questions which The LEADER asked appear on page 8. The answers appear below.

Harlem Valley

From Harlem Valley come the following answers, prepared by Gordon Carille, President of the Harlem Valley chapter.

1. If these changes proposed by the Budget Director come to pass

we might as well hang up the law and go back to the old system.

2. The activities of the Salary Standardization Board indicate that the Budget Director has been dominating the Board. The law intended that the Board shall be allowed to function independently but Mr. Burton apparently has his own ideas. The Classification Board has done a pretty good job to date.

3. A few employees feel that their present salary is adequate for the duties performed. But most feel that their salaries set up at 1937 level, might have been satisfactory then but seven years have elapsed and the present scales are obsolete and inadequate.

4. Our employees feel that the best plan to care for the advances

in the cost of living would be the adjustable scale asked for by the Association. If the cost of living went up the bonus would advance, and if the cost of living went down the bonus would decrease. This is fair both to employer and employee.

5. With the exception of wartime measures the merit system is about the same. However, the fact that Civil Service workers are frozen in their jobs might suggest that the merit system itself is in a state of hibernation.

6. The Hampton-Devaney Veterans' preference bill is a form of class legislation. It means a merit system for veterans only. We are in sympathy with the present law regarding veterans in civil service, but the Hampton-Devaney pro-

posal would turn over to the veterans the whole merit system lock, stock and barrel.

Grievances

7. The 48-hour week has become obsolete. The work week in the Mental Hygiene institutions should be limited to 40 hours. Employees working on the wards should be allowed to take their meals at home at the institution or wherever they might choose, a liberal retirement after 25 years

(Continued on Page 8)

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

39-Hour Week, Longer Lunches For Post-War

Federal employees, with their minds on post-war working conditions, would like changes in their lunch periods and working hours. The half-hour lunch period is unpopular with the workers, who find that the scramble for lunch is undignified and injurious to health. They'd want the one-hour lunch period enjoyed by most other workers.

As to working hours: Before the war, many U. S. offices operated on a 39-, rather than a 40-hour week. But most official pronouncements seem to indicate that officials are going ahead on the assumption that the post-war work-week will be one of 40 hours.

The American Federation of Government Employees is opposed to any lengthening of the working schedule. In fact, the AFGE has a final goal, a 35-hour week.

Union Head Outlines Plan for Force Reduction

"Reductions of the government civilian staff, after the war, must be made in orderly manner, not on the basis of indiscriminate firings, which seems to be the desire of some critics of 'bureaucracy,'" said James R. Burns, president of the American Federation of Government Employees, last week.

Listing the "reduction" goals of his organization, Mr. Burns included the following:

1. Insist that reductions be made on a basis of justice, with due regard for the rights of veterans and of men and women who have made the Government service a career.

2. Renew and maintain the fight for suitable protection of those who are slated for dismissal, through extending the unemployment insurance coverage to Government employees.

3. Work vigorously for base pay increases and for shortening of hours so that the economic welfare of Government employees may be maintained and the number retained in service be greater.

4. Make reduction-in-force an opportunity for vigorous sponsorship of the plan for optional retirement after 30 years service, regardless of age.

Vet Agency Pays \$34 Weekly To Stenos

Hundreds of stenographers and typists are needed at once by the Veterans Administration, at 346 Broadway, New York City. The positions pay \$1,752 per year for a 48-hour week, and are open to men and women who are citizens, at least 16 years of age and able to pass a qualifying examination.

The additional personnel is needed because of the constantly increasing work load of this branch of the Veterans Administration which is responsible for all the functions related to National Service Life Insurance. Servicemen of this war and veterans of World War I now have over 15,000,000 insurance accounts in force with the Veterans Administration.

Those interested in these positions should go directly to the Veterans Administration, 346 Broadway, New York City, where the Civil Service Commission has made provisions for interviewing, examining and appointing applicants with a minimum of delay.

All appointments in the Federal service are made in accordance with War Manpower Commission regulations.

Arithmetic Clerk Rate Is Set Up

The following new Federal civil service eligible lists have been set by the United States Civil Service Commission:

Arithmetical Clerk			
Ann. & Yr.	Salary	Date	Exam. Unit
A-322, 1944	\$1620	9-25-44	Clerical
A-323, 1944	\$1800	9-25-44	Clerical

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What Opportunities Will There Be For Government Girls After the War

WASHINGTON—There will be plenty of jobs for Government girls after the war—if they make good use of their experience and can adapt themselves. This comes from Miss Margaret A. Hickey, chairman of Women's Advisory Committee of the War Manpower Commission.

She claims that the job of getting the nation back on a peacetime basis will be as big as it was to build the war machine and the demand will still be there for women.

"But even if we wisely and effectively make sure of such a program, millions of people nevertheless will have to transfer from types of work which are required by war, but which are not adopted to peacetime. This tremendous shift of job opportunities will present serious problems for women as well as men," she points out.

More Working Women
 The trend before the war was

for more women to be working outside of the home and although the situation was aggravated by the war it will continue in peacetime, Miss Hickey claims. If there hadn't been a war the number of women on the labor market would have increased to 15,000,000 but through impetus of the manpower shortage 19,000,000 women are now holding jobs.

"In the post-war, workers are likely to face keen competition in a world of rapidly changing values. But for those who have training, initiative and courage, I believe there will not be a shortage of op-

portunity," she said.
 "The Selective Service Act provides for giving back jobs to men of the armed forces. But returning veterans cannot be counted upon for the support of all feminine members of their respective households. Regardless of marital status, the wages of the great majority of working women are not casual nor supplemental sources of family support. They are essential.

"Danger signals are appearing on the horizon of post-war planning now. Some are discussing the demobilization of women as though the object were to deny them employment—regardless of their need to earn a living," she said.

Here's a Chance to Earn \$44 a Week While Studying for a Lifetime Career

THAT IS, IF YOU CAN MEET REQUIREMENTS

Trainees are urgently needed for Aircraft Communicator positions with the Civil Aeronautics Administration, Department of Commerce. Men and women who are citizens between the ages of 18 and 40 may apply for these positions, which pay \$2,190 a year to start.

Trainees will first enter on duty at the Aircraft Communicator Training Center in New York City where they will undergo an intensive period of training for approximately six months. Transportation from the training school to the field assignment will be at government expense, and consideration will be given to placing employees at stations of their choice within C.A.A. Region I comprising the States of Maine to Virginia, inclusive.

The Requirements
 Applicants who have had exper-

ience in radio or aeronautical communications, or experience as an aeronautical dispatcher or traffic controller or flying experience may qualify for these positions. Other acceptable background: Possession of a valid commercial (or higher) pilot's certificate is also qualifying, as is the completion of a six months course in aeronautical meteorology or navigation at an approved school. Successful completion of two years of college study in the field of communica-

tions, engineering, physical science, auditing, accounting or business administration may be substituted in full for the required experience.

In addition, applicants must pass a written test designed to measure their aptitude for the position.

Where To Apply

Those interested should apply at once at Room 624, Federal Bldg., Christopher Street, New York City. All appointments in the Federal service are made in accordance with War Manpower Commission Regulations.

Federal Employees Get Time Off to Vote

WASHINGTON—The White House has made it easier for Federal employees to vote this year.

All Federal agencies and field offices have been notified by the President that employees must be given from two hours to a full day—depending on how much time is needed—to vote.

The order says that the normal time is two hours off, but in view of the many persons who live farther than normal commuting distance, up to a full day—with pay and no time charged to leave—must be given.

If it takes more than a day, agencies are instructed to give the time off but charge time in excess of one day to annual leave.

According to a White House spokesman this is the same policy that was intended for agencies to follow in the last Congressional election. He said, however, that many agencies misinterpreted the regulation two years ago and gave only two hours. This prohibited thousands of Federal employees from exercising their voting privilege in person.

Many persons, principally residents of New York and Pennsylvania, responded to the announcement by signifying their intentions to take advantage of the order and go home to vote.

FOR FEDERAL EMPLOYEES

All the Answers to Your Retirement Queries

(Continued from preceding issues)

IV. Annuity Computations

83. How are annuities computed?

There methods are provided in the law for computing annuities. For simplicity, they are referred to by the Civil Service Commission as Plans I, II, and III. Generally speaking, whichever of the three plans will produce the highest annuity is used in each particular case.

84. What is Plan I?

Under this method, the annuity is composed of two parts: (1) A sum equal to \$30 for each year of service not exceeding 30 years and (2) the amount purchaseable with the sum (including interest) credited to the employee's individual account in the retirement fund. Two qualifications are placed on the first portion of the annuity, namely, the total sum under (1) may not exceed three-fourths of the employee's average basic salary for the highest 5 consecutive years, and this portion must be at least as large as the life annuity purchaseable by the employee's account under (2).

85. How is part (2) of the annuity under Plan I determined?

By multiplying the employee's individual account (including interest) at retirement by the proper actuarial factor based on his or her age and sex.

86. When is this Plan used?

Plan I is always used where the employee's applicable average salary is \$1,200 a year or less. It is also generally operative at the present time when this average salary is as high as \$1,500. In the future, however, when employees' individual accounts will materially increase, this method may operate in any salary bracket.

87. What is the so-called "matching provision"?

This operates under Plan I when an employee's individual account is sufficiently large to purchase annuity in excess of the amount which the Government would otherwise contribute. In other words, the Government's share of the annuity (\$30 for each year of service up to 30) will be raised in applicable cases to "match" the sum which the employee's individual account with interest will buy.

88. How does Plan II operate?

The employee's average annual basic salary for the highest 5 consecutive years, not to exceed \$1,600, is multiplied by the number of years of service not exceeding 30 years, and the total so obtained is divided by 40.

(To Be Continued)

Attempt Made To Speed Up Retirement Funds

WASHINGTON—Civil Service Commission is making a test to speed up payment of retirement refunds.

It has given War Department authority to pay persons leaving the service all the money they paid into the Retirement System with the last check. This, of course, only applies only to persons who have worked for Government less than five years. Moreover, to get the money immediately, the employee must have worked continuously in the same department.

Several months ago the Retirement Division of the Commission was more than a year behind in paying refunds but after a shake-up it has started to catch up. But it is still a slow process getting paid after leaving the service.

If the test proves successful and gets the approval of General Accounting Office, all agencies will be instructed to follow the same procedure.

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 LOngacre 5-1113

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Habit is a marvelous thing, isn't it?
Chock Full o' Nuts

Wm. F. Carey Mystery Deepens

At press time, the mysterious case of William F. Carey, Commissioner of Sanitation for New York City, was the cause of much speculation at the NYC Civil Service Commission. Last week Commissioner Carey, who earns a tidy salary of \$10,000 a year as Sanitation Commissioner, asked to have his name restored to the eligible list for the job of Superintendent of Landfills in his department, which pays "over \$5,000."

Later, his name and those of Charles M. Cavanagh, number 4 on the list, and John W. Nagle, number 5, were certified to make an appointment at \$5,350, probably permanent, to the position. Carey, incidentally, is number 1 on the list.

Court Doesn't Want Cops For Attendants

The NYC Domestic Relations Court doesn't like the idea of having the names of men on eligible lists for patrolman sent in to make appointments as court attendant.

Last week, court officials wrote to the City Civil Service Commission, protesting against this practice, and asked that they be allowed to make provisional appointments to temporary and permanent vacancies until a test is given, and a list of eligibles promulgated.

Men on the list don't like the idea of taking lower-paying court jobs after they have passed a test for patrolman, so that makes it unanimous.

Among men recently suggested to the courts for such jobs were Patrolmen Walter J. Carlson and Frank J. Murray, both of whom are members of the Police Department, who were ruled not qualified for cops' jobs after they returned from Army service with medical discharges.

It's Easy to Get Job as a Fireman; Pays \$40 a Week

If you'd like a job as a temporary fireman with New York City, at \$2,000 a year, for the duration, the way is open.

Under the new setup, you apply at the firehouse nearest your home. The officer in charge will take your name and all the details of your experience and send it to Fire Headquarters. Then you will be called in for a physical examination, and be given interviews and a character investigation.

If you pass, you'll get the appointment, be given a training course and be put to work alongside the regular firemen.

NYC Civil Service Outlines Steps a Vet Must Take Before Getting His Job Back

DEMANDS REASONS FOR EVERY SERVICE DISCHARGE

By FRANCIS KELLY

Of interest to every New York City employee, and those on eligible lists, serving in the armed forces, is the recent action of the NYC Civil Service Commission, which set up procedures to handle returning service men.

To protect their rights, veterans should call at the office of the Commission, 299 Broadway, Manhattan, within 60 days of their discharge from service.

The major points of the Commission's actions are these:

Certificate of Disability Discharge or Convenience of Government Discharge

If the veteran is released with a C.D.D. or for the Convenience of the Government, his name shall be restored to the list subject to medical investigation. The Certification Bureau is to withhold such names from certification until appropriate action has been taken by the Commission. If the results of investigation and medical are not favorable, the eligible will be marked "Not Qualified." If they are favorable, the eligible will be certified as soon as practicable.

Blue or Dishonorable Discharges

If the veteran is released with a blue or dishonorable discharge, the Certification Bureau will note along side his name on the list that he has returned from military service and mark him N.Q. on the list.

If the list is an active one the memorandum shall be marked "Special Attention". The Certification Bureau will withhold the names of such eligibles from certification and will await notice from the Commission as to the result of action in such cases and note on the list such action accordingly. If the results of the investigation are not favorable, the N.Q. mark will remain; and if they are favorable the eligible will be certified as soon as practicable.

Promotion Examinations

A permanent city employee who has been honorably discharged

from the armed forces should report to the Commission within 60 days of his reinstatement to his position. An employee who reports after the 60-day period, is not eligible to compete in any promotion examination he may have missed because of military service. The Service Rating Bureau checks the person's eligibility. If he is eligible, the Service Rating Bureau will issue an application to him. The applicant shall fill in the application form and file it with the Service Rating Bureau at that time. The applicant may also be required to sign a register in the Service Rating Bureau.

Option For Special Promotion Examination

A permanent city employee honorably discharged from the armed forces, who is eligible for a regularly scheduled promotion examination which is to be given within 60 days of the date of his discharge, need not participate in this regular examination. He may elect to take the special promotion examination. If he takes the regular promotion examination, he shall not be entitled to a special promotion examination for the part or parts so taken.

Any employee who is entitled under the provisions of military law to a special promotion examination, and who wishes to take such an examination, is required to take the first regular promotion examination held after the expiration of 60 days from the date of his military discharge; or may take a regular promotion examination held at any earlier date.

Investigation

The Investigation Bureau shall determine the actual reasons for the discharge of the veteran. If

the eligible does not have evidence of the reason for his discharge, he will be requested to sign a release so that the proper authorities will forward the facts and diagnosis relating to his discharge.

If it is determined that the eligible was released because of a physical disability, an appointment will be made with the medical examiner of the Commission to check whether he will be able to perform the duties of the position. If, on the other hand, the release was for mental reasons, an appointment will be made with the Commission's psychiatrist. The doctor or psychiatrist, on completion of his examinations, will send his findings and recommendations to the Investigation Bureau. The Investigation Bureau shall send a report to the Commission for its Calendar and notify the Certification Bureau whether or not the eligible is qualified.

Honorable Discharge

All permanent city employees who have been honorably discharged from military duty as defined in Section 246 of the State Military Law should appear within sixty days of their discharge to the offices of the Municipal Civil Service Commission, 299 Broadway, Information Unit, with a copy of their discharge papers. At the time of this appearance at the Commission's offices, they may determine their eligibility in promotion examinations which they have missed, and file applications. They may also make applications to have their names restored to eligible lists in accordance with New York State Military Law and the Rules and Regulations of the Civil Service Commission. Persons who have already been honorably discharged from the armed forces and who have not appeared to check their eligibility and file applications for promotion examinations should do so as soon as possible. The Military Law provides that such requests be made within 60 days of the date of discharge.

Riggers Stay On Job, But At Less Money

This is the finale to the story of the two riggers in the NYC Department of Housing and Buildings who first were granted an increase to \$12.56 a day by the Comptroller's Office, then faced dismissal by their department because the budget appropriation for their jobs would only allow them to work four days a week at the new rate of pay. (They were carried in the budget at \$2,280 a year.)

Last week, a compromise was worked out. The men will work five and a half days a week. They will earn \$3,000 a year, which is less than they should be getting at the rate of \$12.56 a day, but they've accepted the offer to keep their jobs.

Columbus' Countrymen Get Day Off

Columbus Day was a 5-hour working day for employees of the NYC Department of Sanitation. Officers, sweepers, garagemen, incinerator workers, other employees who had to put in a full 8-hour day were granted credit for three hours' time-off.

But countrymen of Columbus got a special break. For them the holiday order read: "Members of the Department of Italian extraction who wish to participate in the Columbus Day parade, will be excused with pay. Proof of attendance must be submitted before pay is allowed."

Checks Future Employees for Mental Disease

A new procedure has recently been adopted by the NYC Civil Service Commission in investigating candidates for City positions. Formerly the names of job-applicants with the records of State Mental Hygiene Hospitals to determine if there was any record of their treatment for mental diseases. Now the Commission is also checking these names against the books at Bellevue and Kings County City hospitals.

Promotion Tests In the Making

Here's the latest report on new promotion examinations which are going through the works at the NYC Civil Service Commission:

Advertisements of these examinations were sent to the Budget Bureau for approval:

Senior Probation Officer, Magistrates' Courts.

Battery Constructor, Department of Sanitation.

These examinations were ordered:

Pipe Caulker, Department of Water Supply, Gas and Electricity, Senior Sewage, Treatment Worker, Department of Public Works.

Recent N. Y. C. Eligible Lists

- Open-Competitive, Office Appliance Operator, Grade 2.
 - 1 Pauline Prisman 8 Gertrude Spiegel
 - 2 Gertrude Ocko 9 Catherine Spizios
 - 3 M. A. Aiguier 10 Rosella Baden
 - 4 Dorothy Seta 11 E. Rabinowitz
 - 5 Ruth Sutin 12 S. A. McDermott
 - 6 Gloria Rosenthal 13 Jessie Erkander
 - 7 Caroline DiCarlo
- Open-Competitive, Historian, Medical Records.
 - 1 C. W. Marelli 10 Helen Purmont
 - 2 J. E. Rychecki 11 Linda B. Harrie
 - 3 D. A. McFadden 12 Grace M. L. Koop
 - 4 Anna Sidorak 13 Sylvia Polep
 - 5 A. Isabel Boyd 14 Mag. U. Kous
 - 6 Evelyn Bunting 15 Sylvia Alboti
 - 7 Marg. D. Lyons 16 B. Eichenberger
 - 8 Ann D. Shea 17 M. G. Harrington
 - 9 Sadie E. Stoen
- Promotion to Assistant Supervisor, Signals, New York City Transit System
 - BMT Division
 - 1 A. J. Moninger 2 Ken. C. Guckee
 - Promotion to Assistant Supervisor, Signals, New York City Transit System
 - Ind. Division
 - 1 Rud. Nickolas 4 Henry Feller
 - 2 Wm. C. Young 5 Wilbur M. Finak
 - 3 James Gouldrean
 - Promotion to Assistant Supervisor, Signals, New York City Transit System
 - IRT Division
 - 1 Edw. F. Knowles 3 L. H. Garteimatt
 - 2 Lewis W. Walker
 - Promotion, Foreman, Signals, Ind. Division, N. Y. C. Transit System
 - 1 J. Ehrenzweig 4 Wm. F. Plotts
 - 2 F. E. Williams 5 H. A. Swinton
 - 3 John H. Gill 6 V. J. Schwarz
 - Promotion, Foreman, Signals, BMT Division, N. Y. C. Transit System
 - 1 John J. O'Beirne 4 Thos. J. Lubnam
 - 2 J. W. Richardson 5 F. V. Kinsella
 - 3 James O'Brien 4 J. C. Patterson

Officials Charged With Illegal Delay In Settling Claims for Back Salary

Charging New York City's administration with illegal delay in settling their claims for back pay and salary adjustments, 201 City employees have started legal action to compel quick action on their claims.

The employees are maintenance men employed by the City, who are entitled under Section 220 of the State Labor Law to receive the same rate of pay as men doing similar work in private industry.

All of these men have been employed in the Hospital Department since 1938. On April 30, 1943, they filed claims with the Comptroller asking that a survey be made to decide the proper rate for their work, and that adjustments be made in their earnings.

As pointed out in papers prepared by David Savage, attorney for the men, the law says, "such officer shall make an order or determination not later than six months after the filing of such

verified complaint."

No Action Taken

But no action has been taken on their claim. The failure, the papers say, is due to the fact that the Comptroller's staff assigned to such work is inadequate because the Board of Estimate and the Budget Director have failed to appropriate enough money to hire sufficient workers. In addition, there are 40 other claims on file with the Comptroller from other employee groups, and at the present rate, it will take two years before it will be possible for the Comptroller to begin work on their case.

To Straighten It Out

In order to straighten out this situation, the papers were served

last week on: Comptroller Joseph D. McGoldrick, Mayor LaGuardia, Budget Director Thomas J. Patterson, and other members of the Board of Estimate. The Supreme Court action asks the Court to order:

1—That the Comptroller be ordered to follow the law, and take immediate action to settle the case;

2—That the Board of Estimate immediately appropriate enough money to hire a sufficient staff of investigators, and other help, to complete the necessary investigations;

3—That the Budget Director do whatever is necessary to speed up the process.

It is estimated, at the Comptroller's Office, that it would take about 400 investigators, 10 supervisors, 30 clerks and stenographers to carry out this obligation. At present, five investigators are performing this job. Approval has just come through to hire another half dozen.

Fire Dept. Glamour Boys Get Rescue Company Jobs

The NYC Fire Department last week was considering applications from men who want to transfer to the Rescue Companies. These glamour boys of the department are referred to around the Commissioner's office as the "paratroopers."

They are picked for top physical condition and excellent service records. They don't get any extra pay, work the same 84-hour week as others on the two-platoon system, but it's still a sought-after assignment.

Special Training

The men get special training in the use of many different types of apparatus. They carry complete equipment on their trucks for any emergency. Acetylene torches to get at persons trapped in buildings or smashed cars; gas masks

to get into dangerous spots; inhalation apparatus to revive smoke or gas poisoned victims, are all part of their tools.

Only firemen with more than three, less than twelve years of service, are eligible. Lieutenants with less than 15 years in service, and previous experience in a Rescue Company, were also asked to apply for assignment to the service. Those men whose special ability fits them for the job will get preference.



NYC Comptroller Joseph D. McGoldrick, shown here with his tall colleague, Newbold Morris, president of the City Council, is having his troubles. Legal action has been brought to compel him to speed up action on back-wage claims by many City employees.

Post-War Employment Opportunities in NYC Public Works Department

Persons interested in permanent jobs with New York City, especially those with some background in building construction, painting, or maintenance work should, should keep an eye on the Department of Public Works. Priorities on materials have slowed down the present activities of the Department, but \$243,000,000 of post-war plans, which are already in blueprint form, means an ample number of jobs in the future.

Right now the department is one of the few which isn't looking for help; the only current vacancies are for a number of laborers at \$1,620 a year, but many technicians and skilled workers now in the armed forces, or in war work, will find a future in DPW.

Many Types of Work

Many office workers will be needed to keep track of the activities of the department. The upper-bracket accounting and administrative jobs, filled by promotion, attain salaries up to \$5,000 a year.

All branches of engineering are represented in the various bureaus of the department. Civil engineers earn as much as \$7,500 a year; mechanical engineers, and electrical engineers are also in the higher pay brackets; chemists are employed in the sewage treatment works. The promotion setup offers a chance for the young engineer to start at the bottom as a junior engineer at \$2,400 and work his way up.

Architects, superintendent of construction and repairs, inspectors' jobs of many kinds all give a good opportunity for men who

have a knowledge of building work.

The Bridge Operation service of the department offers opportunities for both unskilled men and skilled workers. Bridge tenders and operators, laborers and foremen, bridge painters and foremen

are all found here, as are watchmen, messengers, attendants, elevator operators, other workers.

Even seamen are on the rolls of the Public Works employees. Captains earn \$300 a month. First and Second Mates, marine engineers, oilers, able-bodied seamen, cooks and messmen make up the water-going force.

Keeps City Buildings
Another important function of the department is staffing the City buildings. Cleaners, mainte-



This "shot" of a candidate for a New York City job tackling a written test at the Municipal Civil Service Commission shows the first step in getting on the payroll. Many tests are due as soon as wartime restrictions on construction materials are lifted, for candidates who would like jobs in the Public Works Department.

Jobs Now Open With NYC's School System

A number of examinations for positions with the NYC Board of Education have been announced by the Board of Examiners.

Following are some details of the positions for which tests will be given. For complete information, write or call, Board of Examiners, 110 Livingston Street, Brooklyn 2, New York. If you send by mail, enclose a large return envelope with 6 cents postage.

First Assistant in Day High Schools Shop Subjects; Automotive Trades, Aviation Trades, Beauty Culture, Building Trades, Electrical Trades, Metal Trades, Needle Trades. Filing closes October 25, 1944.

Assistant School Social Case Worker. Filing closes November 2, 1944.

First Assistant in Mechanic Arts (Industrial Arts) in Day High Schools. Filing closes October 25, 1944.

Regular Teacher and Substitute Teacher of Related Technical Subjects in Day High Schools: (1) mechanical structural and electrical, (2) biological and chemical, (3) textiles. Filing closes October 31, 1944.

Candidate for NYC Job May Be Probed Anytime

The time when a candidate for a New York City job is investigated by the Investigation Bureau of the Civil Service Commission doesn't matter. He may be investigated before his appointment (the normal procedure), or the investigation may take place after the appointment. In either case, he may be ruled "not qualified," if investigation discloses facts which bar him from the job.

In the case of McNerny vs. Valentine, described in a recent issue, the fact that investigations had been delayed was not the issue which came before the

Court. In the event of a lay-off, a veteran of World War I is entitled to be transferred to a vacancy to any other position in the service that is similar to the one from which he is laid off. This right is not given to ordinary civil service employees and is not given to veterans of the present war. In addition, veterans of World War I are entitled to a hearing on charges of incompetency and misconduct before they can be removed. This right again is not granted to veterans of the present war. No doubt there will be legislation introduced in 1945 to give veterans of the present war the same rights and privileges which are granted to veterans of World War I.

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How to Get into DPW
To get a job with this department, watch the LEADER for announcements of civil service examinations for permanent jobs. From time to time, the Department asks The LEADER to announce temporary vacancies which are filled without a civil service test, but which give the worker a chance to gain experience that will help him when the examination is given.

Much of the work done by the Public Works Department has had to be curtailed during wartime, because of lack of materials and manpower. When peace comes again, the quantity of work to be done, both in maintenance and new construction, will provide jobs for hundreds.

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Don't
Repeat This!



Politics, Inc.

Want a couple of items about the debaters on our editorial page this week? O. K. . . . Few people know how close was the life-long friendship between Senator Robert F. Wagner and Al Smith. In fact, Wagner's signature witnessed the will of Mrs. Smith. . . . LaGuardia scheduled to come out for Wagner this week. . . . Political think-boys are figuring that it will be possible for Tom Curran to emerge a bigger man than his boss Tom Dewey. Here's the mental cogitation on this. If New York State goes GOP in the election, and if, nevertheless, Dewey loses the nation, but Curran wins the Senatorship, then Curran will be in for a 6-year term on a job whose prestige is at least the equal of the Governorship. And as it looks now, with NY State a dead-heat between FDR and Dewey, it could happen that Curran might win, Dewey lose. What's more, the Governorship fight comes up in two years, and Dewey would have another big battle on his hands, while Curran would be safely ensconced in Washington as Senator. And if (this complicated argument continues), Dewey were to lose the Presidential election and then lose the gubernatorial election too, Tom Curran emerges as top Republican in the entire State. Whew! Don't repeat this! . . . Senator Ball's friends are telling him that if he handles himself right, he can ultimately fill Wilkie's shoes. The pressure in his State for him to endorse Dewey is tremendous, but his friends say he's an old-time idealist, and won't endorse the New Yorker unless he's completely convinced about the Governor's stand on foreign relations. Ball's enemies say he's just a smart politician. Ball is a Stassen man. So, say Ball's detractors, the Minnesota Senator figures that if Dewey wins, Stassen will never be president. If Dewey loses, they claim Ball feels that Stassen is a cinch to clinch the '48 nomination. . . .

More Politics, Inc.

The important civil service directives that come down from the White House are often written by Arthur S. Flemming, U. S. Civil Service Commissioner. Flemming is a friend of Tom Dewey's and if Dewey should win the Presidency, Flemming would probably continue doing the same thing. He would also become top man in the Federal Commission, a post now held by Harry B. Mitchell. Incidentally, when Dewey was searching for a man to head the New York State Civil Service Commission, he offered the job to Flemming, who preferred to stay in Washington. . . . When Tom Dewey left as Manhattan District Attorney, he gave his assistants autographed photos, inscribed in three different manners: To those toward whom Dewey felt lukewarm, he wrote "With personal regards"; those toward whom he had a warmer feeling received "With warm personal regards"; and those who held his special affection were vouchsafed extra - personal statements. Harold Keller, who since became State Deputy Commissioner of Commerce, received the most extravagant inscription. . . . Too bad about young Gene Hines, son of former Tammany leader Jimmy Hines. Gene was killed in France, leaves a wife and two children. . . . Selective Service headquarters in New York City and the Municipal Civil Service Commission due for a showdown fight over City treatment of returning vets. Selective Service doesn't like the City's harsh attitude toward the ex-GI's. . . . Arthur Schwarz, Dewey campaign manager, was close to Wendell Wilkie, whom he met through his work for ASCAP and the movie people. . . .

Sen. Wagner, Curran Fight It Out On Civil Service

The Civil Service LEADER this week relinquishes most of its usual editorial page features to provide an opportunity for the two candidates for United States Senate—Sen. Robert F. Wagner and Thomas J.

Curran—to present their views on current issues affecting civil employees. The material is presented just as received from the candidates. The articles were written exclusively for The LEADER.

By Robert F. Wagner

United States Senator, State of New York
Democratic and ALP Candidate for Re-election



U. S. Senator Robert F. Wagner

the other civil employees who carry out the daily tasks of public administration. It is my conviction that no post-war planning can be effective without a vigorous and constantly-improving civil service.

Always Fought for Merit System

All my life I have fought for the extension of the merit system. I have always opposed those who, for one excuse or another, have attempted to exempt special positions or special agencies from civil service requirements.

I have always maintained that Government employment should offer full opportunities for individual advancement on a merit basis. That is the only way to encourage and develop the initiative and imagination that are needed for the successful solution of America's post-war problems.

Higher Salary Levels Needed

The first means of achieving this objective is more adequate salary levels, all up and down the line, but particularly in the lower categories. In this connection, only a few months ago, my colleague, Senator Mead, introduced legislation in Congress for a permanent increase in the basic salaries of postal employees. Together with Senator Mead, I actively supported this measure before the Senate Committee on Post Offices and Post Roads. This is only one of the many things we have done—and will continue to do—for all public employees.

The second is a fully-developed system of pay raises and promotions from within.

Special Rewards for Special Performance

The third is a system of special rewards or bonuses for outstanding performance or for particularly constructive suggestions. This has recently been developed in the Federal service. It should be widely extended to State and local government as well. I propose that all agencies of Government be required to solicit advice from their employees upon means of improving efficiency and that employee suggestions be carefully studied by committees on which the employees themselves are represented.

Unemployment Insurance Imperative

Above all, the provision of unemployment insurance for Government workers is imperative. A sound civil service structure demands that the employees of government be given the same protection that has long been provided for the employees of private industry.

When I first introduced the Social Security Act, and guided it to enactment in Washington, it had been my hope that Federal workers would be covered by unemployment insurance. Since then, I have never faltered in my efforts to give them this coverage.

Today, many public employees are pessimistic about the chances of obtaining unemployment insurance. I can well understand why. They have seen the Republicans in the House of Representatives kill this protection for Federal employees by a 2 to 1 vote. They have seen the Republican Administration of New York State hold up action on various bills that had been submitted to provide unemployment protection for State and municipal employees.

Yet there is no cause for pessimism. We can obtain unemployment compensation for public employees—and obtain it during the coming year.

We can improve salary scales and promotion plans and develop better incentives to increased efficiency—and we can do it during the coming year.

What the Democrats Did

All these things can be done if the civil employees remember that their welfare is in issue in the coming election. Every vote for the Democratic administration will be a vote for continued progress in improving the Civil Service. The public employees—Federal, State, and municipal—of New York State will remember it was under the Democratic Administrations of Al Smith, Governor Roosevelt, and Governor Lehman that their greatest progress was made.

What the GOP Didn't Do in the State

It is disappointing to the friends of the merit system to note a tendency in Governor Dewey's administration to break down the merit system by failure to respect the basic requirements of open competition for jobs; failure to adjust salaries of the employees in State institutions; failure to enact unemployment insurance and other aids; attack upon the Feld-Hamilton law, which is one of the best protections civil service employees have in any State—a law enacted during a Democratic administration and considered by employees to be the backbone of good employment practice. The GOP record in the State is bad. We don't want that kind of "civil service" in the Federal Government.

EDITORIAL

Talk Back to the Politicians!

ONLY THREE WEEKS to election. Of all times in the year, this is when the politician running for office must have his ear most keenly cocked for your sentiments. Tell him what you as a civil service employee want! Make sure you know where he stands. Don't let him pussyfoot. This is one time he must listen to you.

PUBLIC EMPLOYEES
—it's important that you know this! I'll tell you frankly what I think. I think that civil service workers are Americans, not "bureaucrats." They should be treated as good, patriotic human beings, not pushed around as Mr. Bricker and other Republicans are doing.

Everyone knows that Government—Federal, State and local—will play a highly important role in planning and maintaining prosperity and peace. But too many people seem to think of Government as an abstract force rather than in terms of the patriotic hard-working mailmen, teachers, inspectors, clerks, firemen, attendants, policemen, and all

By Thomas J. Curran

Secretary of State of the State of New York
Honorary Chairman of the Dongan Guild of State Civil Service Employees, and Republican Candidate for U. S. Senator



Thomas J. Curran

WITH THE THEORY of the merit principle in the Federal service, every student of government is in hearty accord. That there is room for improvement in its application, few will deny. It would be presumptuous for me to attempt to appraise its operations in detail, especially under war time conditions. That the Federal Civil Service has been able to meet the unprecedented problems of the last few years without being completely swept aside is evidence of its firm position in our governmental structure and a tribute to the faith of our people in the merit system as a democratic process.

War Made Direct Recruitment Necessary

Many of its normal procedures have, of necessity, given way to more direct methods of recruitment, to less restraint on appointing officers, to rapid and, in some cases, to unwarranted overstaffing and salary promotions, Decentralization, essential to greater flexibility, has at times resulted in confusion of effort, to ineffective utilization of resources and the usurpation of authority. Most of this cannot, I am convinced, be used as an argument against the merit principle under proper control in more normal times.

Fundamentals of Merit Must Be Restored

I do not mean that the Federal Civil Service should go back to the policies and procedure in effect before the war. But there does lie ahead in the post-war days a challenge and a test to all friends of the merit system to reverse certain "spoils" practices that have crept in. Undoubtedly many new and better ways of doing things, developed under war-time stress, have demonstrated their effectiveness and should be retained and developed further. But where fundamentals of the merit system have been relaxed or abrogated they must be restored and strengthened. Creation and protection of career opportunities are vital steps in this process. Resumption of appointment from established eligible lists under sound rules is essential. A logical system for promotion should be developed. Modernization and improvement of the classification plan and basic salary rates is long overdue.

The time to begin planning the re-establishment and strengthening of a true merit system in the Federal Service is now. Reconversion in government is just as important as reconversion in industry. Congressional committees have already indicated the need for correcting some of the most obvious faults that have grown up under the war emergency.

The "Dewey System" Successful

I am firmly convinced that the "Dewey System"—the system used in dealing with employees in the State of New York, is an admirable one, and marks the State Administration as sympathetic to such workers.

Gov. Dewey has been able to streamline Civil Service in New York State. He will do so on a larger scale when elected on November 7th next. He will do so because he will not apply the political "spoils" system to the Federal Civil Service.

Demobilization Should Be Just

Demobilization of a part of the army of Federal employees is inevitable; it should be on a just basis, and should not mean a repetition of what happened after the last war. Then, many Civil Service employees, suddenly discharged from service, found themselves with insufficient funds with which to pay their railroad fares home. In fact, old-timers will recall how Mr. Bernard Baruch paid from his own pocket the fares of stranded employees from his War Industries Board and some of the other agencies which he headed or with which he was connected. Let's not have that happen again—Let's protect the "little people" in Civil Service when demobilization comes. I am for that. If elected, I will work toward that end.

Moreover, there should be a restoration of jobs to many who left to enter the military; provision for entrance into public service of veterans—these and many other problems lie ahead. The best thinking of many career officers and employees of government, of executive management, and of Congress, will be needed to put the Federal Civil Service on a sound merit basis and make it what the people of this country want it to be—the cornerstone of our democracy. If I am elected to the United States Senate it will be my privilege to contribute in every possible way to that end.

Civil Service
LEADER

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

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The State Employee

By CLIFFORD C. SHORO

President, The Association of State Civil Service Employees

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

Progress Comes Through Unity

THIS OCTOBER 17th, as this issue of The Civil Service LEADER is being distributed to thousands of State civil service employees, the 35th Annual Meeting of the Association of State Civil Service Employees is convened in Albany. This is a significant event for many reasons. It would be well to note all of these reasons but space confines us to a single one—the truly progressive character of this labor organization.

Man does not advance except by unity with his fellowmen. It is inherent in human nature to form close social ties. Events may hasten unity of effort. Times of danger call for the strength that comes from the intellect and the energy of the many. The lone traveler or adventurer is the exception. It is from the comradeship of camp and trench and ship that the heroism and valor of fighting men is drawn. It is from the quiet councils of workers, from the comradeship of office, workshop and field that the wisdom and courage to press forward along lines of human welfare are derived.

Day of Strong Unions Ahead

THE DAY of large labor unions is here, but the day of strong unions is ahead. Today we have numbers in the great industrial unions—tomorrow we shall have self-discipline and wise, unselfish cooperation. Constructive cooperation is the first product of unity. For employers—public or private—not to join in constructive cooperation would be the height of economic folly as well as a serious threat to our democracy.

Today, some of the great industrial unions are struggling with the internal dissension common to selfish individual and group conflicts for power and money. Human hates and rivalries have all too often overshadowed union ideals and purposes and made thousands upon thousands of human beings and their long-time best interests secondary to the selfish battles of selfish men.

Workers Must Choose Their Leaders

OUTSTANDING as a cause of lack of constructive achievement on the part of unionism has been the lack of cooperation on the part of the employer. The workers must have the right to choose their own leaders from their own ranks because only such leadership can have a wholly intelligent conception of the needs of the work and of the workers.

And if this important truth is recognized, then, of course, it must be plain that such leaders must be wholly free to speak with authority in the councils of management to the point of appealing for, urging and obtaining adequate pay, fair hours and leaves, career service opportunities, and superannuation and disability safeguards. These representatives of labor must have time to meet and time to present labor's problems. They must not be the object of retaliation by the employer. They must be free bargaining agents. With such an employee set-up, union dues may be kept at such a low level that they will be neither a burden nor a corrupting influence.

How the State Association Is Organized

THE ASSOCIATION of State Civil Service Employees is organized along such lines. With 27,000 members and sixty-two chapters spread all over the great Empire State, it is a strong body of citizens indeed and so recognized by progressive groups in social, economic, civic and political fields. It is not the only workers' organization that has fought for and won the battle for independence of action and kept itself free from the present shortcomings of certain other large organizations. There are many other independent labor organizations throughout the United States. Membership raiding by other organizations among the already successfully-organized State civil service employees must be looked upon by State employees and disinterested observers alike as being of no service to the employees, since these organizations can offer no benefits and no services that the State Civil Service employees are not better able to plan for and obtain through their own, strong, independent organization.

Thirty-five years of successful organization and accomplishment finds the Association strong in membership and financial resources, with interest and activity at its peak, with a history of rich achievement on behalf of the State and the employees, and with enthusiasm and faith and a program that marks it as one of the leading progressive workers' organizations of the world.

Commerce Publicity Job Goes Into Exempt Class

ALBANY.—In a little difference of opinion about the classification of a job, Governor Dewey has overruled the State Civil Service Commission which disagreed with the State Commerce Department. It was the first time the Governor ever did so.

When Commissioner M. P. Catherwood and Harold Keller, director of state publicity, were transforming the Commerce division into a department, they decided to revamp the publicity bureau under Mr. Keller's direction.

One of the jobs created was that of assistant director of publicity which Commissioner Catherwood filled by the appointment of J. Davis Romine, who had been the department's regional representative in Syracuse.

But the Civil Service Commission by formal resolution decided the position should be placed in the non-competitive classification. "It having been determined that

competitive examination is not practicable for filling this position."

Job Becomes Exempt

The resolution went to Governor Dewey for executive action where all such resolutions must go. The Governor disapproved the action of the Civil Service Commission and the job went into the exempt class.

"There was no clash," said Mr. Keller. "We felt that this was no ordinary publicity position to be filled from a list. It is a policy-making position and as such we believe it should be in the exempt classification."

State Assn. Outlines a Plan for Increase In Ordinary Death Benefits to Workers

ALBANY—Below follows the recommendation of the Association of State Civil Service Employees with respect to increase in ordinary death benefits. It is part of 11 recommendations for simplifying the whole retirement system in New York State.

At the present time the retirement system provides an ordinary death benefit in the event of death while in active service, of one month's final average salary for each year of service not exceeding six years. The Committee feels that the maximum benefit is inadequate and should be increased to 1 1/2 to 2 years with possibly some graduation according to the length of service at the time of death. In that connection the Committee urges that consideration be given to the modern trends in pension plans of many large employers, of other state and municipal pension plans and to the equities of the situation. These points are enlarged upon below:

(1) More liberal death benefits (excluding the return of the member's own contribution) are now provided by two large New York City retirement plans, as follows:

(a) Teachers Retirement System of the City of New York—5 per cent of salary multiplied by the number of years of service (with a minimum of 6 months' salary and a maximum of 12 months' salary).

(b) New York City Employees Retirement System—6 months' salary for service of less than 10

years, and 12 months' salary for service exceeding 10 years.

(2) It is a usual rule in the case of group life insurance which supplements a pension plan of employers to provide death benefits equal to one or two years' salary. The Manager of the Group Annuity Division of the largest life insurance company in the United States has furnished the Insurance Department with a detailed letter as to the primary specifications of up-to-date group retirement plans with death benefits, in which he makes the following statements:

"It is quite usual at present to have in addition to a retirement plan some arrangement for death benefits to an employee's beneficiary beyond the return of the employee's contributions with interest. If this is provided under group life insurance, the benefit may be related to salary as is the retirement plan. The amount of the death benefit varies considerably as between different plans, but generally speaking a death benefit of from one to 2 years' salary is quite usual."

Figures which have been supplied by the Prudential,

show approximately the following death benefits (to the cost of which the employees contribute) for the specified employers: U. S. Steel—1 year's salary; Anglo California National Bank—1 to 1 1/2 year's salary; Tidewater Associated Oil Co.—1 to 1 1/2 year's salary; General Aniline—2 years' salary; Prudential Insurance Company Pension Plan for Employees—2 years' salary; Carrier Group—1 to 1 1/2 year's salary; Guaranty Trust Company of N. Y.—2 years' salary; Pullman Company—1 to 1 1/2 year's salary, and North American Cyanide, Ltd.—1 to 1 1/2 year's salary.

(3) The death benefit in a retirement system should not be viewed solely as a separate gratuity but should have in mind the broad purpose for which a retirement system exists: namely to enable an employee to make provision for his old age and for his dependents, if any. This broad purpose is illustrated by the fact that according to the actuary's report as of June 30, 1940, there were 3,869 persons receiving superannuation retirement benefits. Of these 2,027 were being paid under option 0 while the remaining 1,842 persons were being paid under options 1, 2, 3 and 4. It is the latter set of options which

(Continued on page 9)

Mental Hygiene Delegates Meet in Albany

Employees of the Department of Hygiene of the State of New York held their annual meeting at the State Building in Albany, on Monday, October 16, just one day before the meeting of the State Association of Civil Service Employees.

Many of the delegates who came to the State Association meeting arrived a day earlier for the departmental get-together.

Heavy Program

The Hospital employees had a heavy program laid out for them. Following are the matters which came before the meeting:

1. Election of Officers.
 2. Revision of the Constitution.
 3. Open discussion of current problems.
 4. Feld-Hamilton classifications and salary allocations.
 5. High cost of living adjustment.
 6. Protection of salary allocations in the post-war era.
- The meeting had originally been planned for September, but was postponed to limit the use of transportation facilities by allowing delegates to make one trip to Albany for both the Hygiene and the State meetings.

Requests for Promotion Tests

ALBANY—Under the provisions of the Civil Service Law, notice of a request to hold an open-competitive rather than a promotion examination for a particular position must be posted for fifteen days in the office of the appointing officer making the request and in the office of the Civil Service Commission before action can be taken on such requests, except in those cases where the Civil Service Commission finds that there are less than three persons eligible for promotion to the vacancy involved.

This notice gives an opportunity to employees who believe a promotion examination should be held to file their protests against the open-competitive examination with their department heads.

Notices of requests to fill the following State positions have been posted in the office of the State Civil Service Commission on the dates given:

- September 30th
Junior Physician, Auburn Prison
- October 4th
Senior X-Ray Technician,
Department of Health
- October 6th
Chief, Bureau of Home Economics,
Department of Education.

STATE CIVIL SERVICE BRIEFS

By THEODORE BECKER

Are You Interested In a New York State Government Career?

IF YOU ARE interested in entering the New York State government service or in changing to a different occupational service than the one in which you are now employed in the State service, then you should obtain and carefully read the second in the series of career bulletins just issued by the State Department of Civil Service. This bulletin, which consists of forty-eight pages in the form of a handbook for convenience in carrying around for ready reference, may be obtained from that Department without charge.

Published by the State Department of Civil Service in line with its policy of bringing to the attention of qualified people the opportunities for appointment and advancement in the State service, the bulletin is a valuable supplement to the first bulletin in the Career Series issued in 1942. The latter bulletin dealt only with professional positions. The new bulletin covers the more popular of the non-professional careers, describing the salary ranges, examples of work, minimum qualification requirements, scope of examinations and sample questions for sixteen different types of popular positions.

Sixteen Popular Positions Covered

The following positions are covered in the bulletin: Dairy and Food Inspector (\$2,100 to \$2,500); Game Protector (\$1,500 to \$2,000); Elevator Operator (\$1,500 to \$1,900); Janitor in counties, cities, towns, villages and school districts (\$1,300 to \$1,700); Steam Fireman (\$1,500 to \$2,000); Clerk (\$1,200 to \$1,700); Stores Clerk (\$1,200 to \$1,700); Telephone Operator (\$1,200 to \$1,700); Hospital Attendant (\$1,200 to \$1,600, recently reallocated to \$1,300 to \$1,700); X-ray Technician (\$1,650 to \$2,150); Employment Interviewer (\$1,800 to \$2,300); Factory Inspector (\$1,680 to \$3,000); Fireman in cities, towns and villages (\$1,700 to \$2,300); Guard (\$2,000 to \$2,600); Motor Vehicle License Examiner (\$2,100 to \$2,600); Patrolman in towns, villages and special districts (\$1,800 to \$2,500).

The State Civil Service Department conducts examinations for some counties, cities, towns, villages and school districts, which explains why some non-State positions are included in the career bulletin.

Questions and Answers on the Merit System

In addition to describing the job opportunities, the bulletin contains pertinent information on the merit system in question and answer form, covering matters such as advertisement of vacancies, announcement of examina-

tions, preparation for examinations, examples of various types of written examinations, appeal procedures, how appointments and promotions are made, and what retirement rights are provided. For example, in answer to a question regarding the types of questions asked on written examinations, the following answer appears:

"Examination papers may be written in several different forms or in variations of these forms. The three main forms are—short answer, controlled free answer, and essay type questions. Examinations may include one or more of these types of questions. Short answer questions are those for which the candidate selects the one best answer from among alternatives which are presented to him. Controlled free answer questions require that the candidate furnish the answer although the nature of the answer is quite definitely indicated by the material given. Essay questions require the complete preparation of answers by the candidate either in outline or descriptive detail. The forms of questions included in an examination are determined primarily by the nature of the knowledges, abilities, and skills required in the performance of the duties of the position."

How to Get Your Copy

If you are interested in any of the positions described or in information regarding civil service examinations and promotions, then you may obtain your free copy, through the mails by writing to the State Department of Civil Service, Albany, New York, and requesting "Career Series Bulletin No. 2, 1944," or personally by calling at the New York City office of the Commission at 80 Centre Street, Manhattan, or at the Buffalo office of the Commission in the offices of Commissioner Howard G. E. Smith, 560 Ellicott Square.

Copies of the bulletin have already been distributed to every public library in the State and may be consulted there.

The State Department of Civil Service closes the bulletin with the following admonitions:

- Watch for announcements of civil service examinations.
- File an application for the next civil service examination for which you are qualified.
- Remember that the written examination will test all candidates equally and that questions will be designed to test the ability of each candidate to successfully perform the duties of the position; they are not intended to be "tricky."
- Read all instructions on the question papers and be sure you understand them before proceeding with the examination.
- Follow carefully the directions for answering short-answer questions.
- Read thoroughly the essay questions in order to determine what is required, and then prepare complete answers.
- Enjoy the benefits which will be yours as an employee of NEW YORK STATE.

For a complete account of the activities at the annual meeting of the State Association this week—Don't Miss Next Tuesday's Civil Service LEADER!

PUBLIC ADMINISTRATION

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

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

Buying Together: An Important Lesson to Communities

By JOSEPH E. NICHOLSON

Vice-President, National Institute of Government Purchasing, City Purchasing Agent, Milwaukee, Wis.

JUST AS separate city departments benefit through grouping purchases in centralized purchasing, so separate taxing units, towns, villages, counties and city governments realize savings not only in price, but in obtaining suitable articles for their purposes. Being suited, they do the job better and last longer. Consequently, pooling of knowledge of commodities effects savings as well as the pooling of orders. However, in the State of Wisconsin, legal restrictions prevent municipalities from delegating their purchasing authority to others. Each Wisconsin municipality must issue its own purchase orders and contracts and pay its own bills direct to suppliers. This is also true in many other states. Notwithstanding these legal difficulties, groups of State and local units of government, educational institutions, hospitals, prisons, and other tax-supported organizations conduct informal cooperative buying.

The First Organization

The first organization of this type of record was formed many years ago by the City of Cincinnati, the County of Hamilton (in which Cincinnati is located), the University of Cincinnati, the Public School Board, and the Public Library. This organization meets as a cooperative group, discusses prices, discounts and purchasing methods and policies. When the opportunity arises,

they make joint purchases. Thus a carload of paper towels is purchased outright on behalf of the organization and each unit issues its individual purchase orders to the vendor who has agreed to this arrangement. The sum of these orders equals the entire contents of the car. Several cities on the shore of Lake Michigan, north of Chicago, purchase their liquid chlorine together on a similar basis.

In Milwaukee County we have a voluntary group of eighteen agencies representing the county government, cities, towns, villages, schools and the Metropolitan Sewerage Commission. We meet in the same manner as the Cincinnati group and have realized similar advantages. We have saved money in making joint purchases and in addition, have solved many problems which have grown out of the war effort. Most of these problems related to priorities and to rationing. We have saved many hours and headaches by pooling our knowledge of these matters. Some member agencies, including the County, purchase electric lamps on the City of Milwaukee contract, thereby obtaining the maximum discount based on \$65,000 net purchases of lamps per annum, or much more than they receive when purchasing independently. Many dealers also extend extra discounts to members of our group by virtue of their membership. These special

discounts relate chiefly to office supplies such as carbon paper, typewriter ribbons, stencils and mimeograph supplies. Even though purchasing is a part-time function of some of our members, they realize the benefits of full-time buying through this cooperative arrangement.

We also hold meetings for the purpose of increasing our knowledge of purchasing procedures, techniques, and market conditions, for we realize that no matter how little may be spent individually, a diligent and consistent application of the fundamental business principles of purchasing results in the purchase of goods better suited to the needs of our municipal departments and at lower prices.

National Institute of Government Purchasing

Purchasing agents from various parts of the nation recently formed a national organization of Federal, State and local public purchasing agencies, including publicly-owned utilities, port authorities, schools, prisons and other tax-supported organizations. It is known as the National Institute of Government Purchasing. Chief purpose is to improve public purchasing procedures. We propose to do this through:

a) A regular and systematic interchange of information and experience among governmental agencies.

b) Consultation with legislative bodies, departments of government and others on legislation and problems effecting governmental purchasing. (For example: assisting in the formula-

Purchasing problems present formidable headaches to communities today. One of the nation's outstanding purchasing experts outlines the history of cooperative buying by municipalities, a movement which has shown that it can help solve many of the important problems involved. This is recommended reading for all who have to do with municipal purchasing.

tion of national policies in the handling of Federal War Surpluses.)

c) Recommending "in-service training" programs for employees of public purchasing departments and supplying materials and lecturers.

d) Development and promotion of governmental buying standards and specifications. Example: Tires and fire apparatus and the revision of the National Dictionary of Specs.

e) Issuance of certificates and awards for merit and proficiency in governmental buying.

f) Continuous research in the organization and administration of centralized governmental agencies.

g) Promoting centralized public purchasing, including the developing and furnishing of information regarding uniform

laws and procedures for governmental buying, and for the exchange or disposal of surplus or obsolete supplies, materials and equipment

Removing Politics

We hope to accomplish the Herculean task of separating politics from public buying, wherever it may exist, and to place the spending of tax dollars on the basis of full competition, so that quality, service and price shall be the only considerations for the placing of public contracts for supplies and equipment. Those who have knowledge of the way public funds are expended in many cities, especially in the average small town, where the local merchants have considerable representation on boards of aldermen, can readily appreciate what an ambitious program we have laid out.

Nation's Greatest Sanitation Dept. How It Performs Its Job in Time of War

By WILLIAM F. CAREY

Commissioner of Sanitation, City of New York

WE HEAR a great deal these days about the necessity for adequate preparation, sufficient supplies, reconversion and complete coordination for our fighting forces. For the New York City Sanitation Department to do an effective job, it, too, must have all the factors required by a victorious army. Wartime restrictions, however, have deprived us of many of them.

Why We Must Look Ahead

Our daily task is to sweep and clean 4,000 miles of streets; to collect 3,400 truckloads (51,000 cubic yards—this varies) of garbage, ashes and rubbish; to collect scrap paper and tin cans separately to help the war effort—this work being done on Wednesday of each week. Another requirement is the removal of snow and ice in season. To do this, we employ 14,000 people in normal times, have the use of some 3,500 pieces of motor equipment—for snow and for daily use. We use emergency labor and trucks to supplement our regular forces and equipment for snow removal work when the fall is heavy.

This year emergency labor and emergency equipment is not available. Our scientifically-designed dust-proof collection trucks, with bodies entirely closed, have a lift of only 39½ inches from the ground, as against 7 feet in the old type unsanitary open trucks. The low

lift eliminates hernia, rupture and other injuries. We operate 7 incinerators, burning 4,000 tons every 24 hours, and use 30 steel well-barges to tow materials to marine unloading plants.

The daily collection of street sweepings, garbage, ashes and rubbish is either disposed of, by incineration, or used for landfill purposes. Our modern landfill operation, which eliminates fires and rodents, is approximately one-third the cost of incineration, and we reclaim hundreds of acres of worthless mosquito-infested, disease-breeding marsh and swamp lands, thereby eliminating unsightly land and thus creating usable and taxable property. The city uses much reclaimed property for park, recreational and other purposes.

The annual budget of the Department is approximately \$30,000,000, not including construction items which vary from year to year.

Post-War Program

Our post-war program, as submitted to the City Planning Commission, is comprehensive. When put into operation, it will enable us to do the type job the citizens of the greatest city in the world are entitled to. It will make possible the maintenance of cleaner streets and a more efficient collection of all materials.

The program costs approximately \$10,000,000. It includes such paramount projects, as new

waterfront disposal stations, new garages, a new central repair shop for our plant and buildings maintenance forces, and for extensive alterations to existing incinerators and waterfront disposal stations.

The Human Element

Another factor is just as important, and that is the "human element." The employer's responsibility to this employees does not stop at the blow of the whistle. With a personnel as large as we have, emergencies

other than departmental arise constantly and require assistance. We have established a Welfare Fund to help in financial contingencies; a human relations bureau to help straighten out personal problems, such as unlawful garnishees, guarding against claims of unscrupulous vendors and money lenders. We made arrangements with a financial institution to loan money to our employees at a low interest rate. Three years ago we purchased and have largely developed a 1,200-acre estate for use as a summer resort for our employees and their families. This enterprise is functioning splendidly and as development continues an increasing number of our employees and their families are enabled to enjoy the camp privileges during their vacation periods at rates in keeping with their ability to pay.



Commissioner William F. Carey, head of the NYC Sanitation Department, is one of the nation's outstanding experts in his field.

Bidders Who Make Errors Are Protected in N Y State

Persons or contractors who hand in bids for work in the State of New York are protected against an honest error which led them to underestimate their price. So states an opinion of Attorney General Nathaniel L. Goldstein, issued last week. Public Law Number 14: "Where a bidder has made an honest or unintentional mistake in arriving at his bid, a department, if satisfied that an honest mistake has been made, is authorized to return the bid check or make refund

The practical application of this law came to notice very recently, when the State Attorney General was asked for an opinion by the State Department of Public Works.

A contractor had made a bid of \$3,892 for furring and plastering a corridor between two buildings at Creedmoor State Hospital. He laid down a deposit of \$194.60.

He Found An Error

However, before the notice of award went to him, and before the deposit had been paid to the State treasury, he checked, and

found that an error in addition on one of the estimate sheets had reduced his bid from \$5,892 to \$3,892.

He applied for a refund of the deposit, and refused to sign the contract.

Then the Public Works Department asked the Attorney General for an opinion as to whether it could return the money and award the job to the second lowest bidder.

The Opinion

The opinion of the State's law advisor makes interesting

reading.

"It appears to be well settled that the courts will relieve a party from an honest mistake upon the theory that if an honest mistake is made it was not the bid the bidder intended to make, and therefore is not a real genuine bid; that the minds of the parties have never met upon a common honest basis, and that under such circumstances, it is not a bid and can be withdrawn without the intervention of a court. If the courts will relieve parties from unintentional mistakes, it will be idle for a board or commission to refuse a withdrawal of a bid and the return of the deposit and thus compel the bidder to resort to a lawsuit in which the State would be defeated and compelled to pay the amount of the deposit and costs.

"It is my opinion that your department, if satisfied that an honest mistake has been made, is authorized to return the bid check or make a refund of the deposit to the bidder."

Communities at Work

By WILLIAM E. WARREN

MANPOWER SHORTAGES are being met by San Francisco, by using female police officers to control traffic at several busy intersections.

\$5,000,000 TO REBUILD THE CITY AIRPORT is on the future plan-book of the City of Cleveland. The project calls for the City to own and maintain all facilities, make charges on a landing fee basis. Previously the City granted long-term leases on airport land, and companies built their own hangars. A recent Ohio Supreme Court decision held that an airport is a utility, making it possible for Cleveland to issue revenue bonds for airport construction and maintenance.

SELF-SUPPORTING RUBBISH CONTAINERS are found in Columbus, Ohio. A recent City ordinance, passed by the City Council, permits the Hannah Neil Mission to use the containers for advertising purposes. The Mission agreed to paint and service the present rubbish containers and provide additional receptacles.

914,068 MILES OF DRIVING in three months was saved by Jacksonville, Fla., which cut down the use of City-owned and private cars used by the City. All cars are channeled through the City purchasing agent. Automobiles are left in downtown parking lots instead of being driven to the City garage or employee's home. To save mileage, the electric light department accumulates cut-off and cut-in orders before servicing.

ELY (MINN.) APPROVES LIGHTING PROJECTS. Two lighting projects at an estimated cost of \$42,373 have been approved for the postwar period by this City. The City Council passed the bill authorizing the construction of single light standards on streets where there are sidewalks without standards. Another project calls for street lights on poles throughout the City.

SHEEP ARE PUT TO WORK in Springfield, Mass., where 200 head were imported to offset the manpower shortage by serving as lawn mowers. They will graze over 2,000 acres of park land at Lake Springfield.

EQUIPMENT TO CLEAN CATCH BASINS will probably be purchased by Boston, Mass. George G. Hylan, Commissioner of Public Works, has requested \$50,000 for three new chassis for cleaning machines, two new machines and chassis, and five new 5-ton dump trucks.

THE CITY COUNCIL of Youngstown, Ohio, has authorized officials to proceed in securing bids on the construction and equipment for a new \$175,000 garbage disposal incinerator.

Information

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

- 64. PACKAGED BRIDGES AND SEWERS**
Communities considering new bridges and sewers may be interested in the information available from Armo Drainage Production Assn., 355 Curtis Street, Middletown, Ohio, which explains economics of construction by utilization of materials and methods such as those employed in shipyards using prefabricated plates. Small bridges and large sewers are "packaged" to save space, hauling and storing and are assembled largely with unskilled labor. Details and illustrations may be obtained by public officials and employees.
- 65. DIESELS FOR POWER PLANTS**
Municipal power plant operators will find the literature of the Superior Engine Division of the National Supply Co., Pittsburgh, Pa., helpful in ascertaining how the engines have effected economies in plants that have installed the equipment.
- 66. LIGHT FOR NIGHT FIRE-FIGHTING**
A 320,000 candle-power light for night fire fighting on a portable chassis containing an engine driven power plant is described in Bulletin NH5E furnished by Lister-Blackstone, Inc., 1706 So. 688 St., Milwaukee, Wis. This self-generating power plant provides ample light and is made with a control panel containing receptacles for electric tools, saws, metal cutters, etc., operating at 110 volts.
- 67. ELECTRONIC DICTATION AVAILABLE**
The new electronic dictation machine of the Dictophone Corporation, 429 Lexington Ave., New York 17, N. Y., enables the person dictating correspondence or manuscripts, to sit comfortably and speak into a small radio-type hand desk microphone instead of the familiar tube. A switch on the dictating machine converts the microphone into a loud speaker and allows for an audible repetition of the recording. The equipment is available to government offices that may now obtain priorities.
- 68. DITCHING WITH DYNAMITE**
A new 32-page booklet describes the methods used in ditch blasting, tells how to prepare the charge, and il-
- ustrates the methods of priming and shooting. Contains useful tables giving amounts of dynamite required for specific areas, widths, depths and lengths. Issued by Explosives Department, E. I. DuPont de Nemours & Co., Inc., 350 Fifth Ave., New York 1, N. Y.
- 69. STREET LIGHTING LAMPS**
Details on the engineering, manufacturing procedure, and methods of testing lamps are set forth in the catalog of the Slater Electric & Mfg. Co., Inc., Brooklyn 17, N. Y. Contains details of performance and valuable data.
- 70. WATER SERVICE PIPE AVAILABLE**
Availability and desirability of pipe are questions before many communities. Type K Tube-Loy water service pipe in any quantity are available from Lead Products Division, American Smelting & Refining Company, 120 Broadway, New York 5, N. Y. This tubing is offered in thicknesses adequate to withstand steady working pressures up to 125 pounds and is galvanized to resist corrosion. Descriptive literature upon application.
- 71. SWIMMING POOLS**
Complete information on swimming pool filters and recirculation plants and equipment may be obtained from the Roberts Filter Mfg. Co., 6469 Columbus Ave., Darby, Pa. Plans and prices will be sent communities on request.
- 72. FLOODPROOF FIRE HYDRANTS**
Bulletin W. of the Rensselaer Valve Co., Troy, N. Y., describes fire hydrants easy to operate and maintain, and are guaranteed floodproof.
- 73. POLICE SIGNAL SYSTEMS**
The Gamewell Company Newton Upper Falls 64, Mass., has much experience with police signaling equipment and systems. They can assist communities with their postwar plans. Secret signal systems that give department a permanent record are described in catalog P 203.
- 74. DRAFTING & SURVEYING INSTRUMENTS**
A new catalog issued by Warren-Knight, 136 N. 12 St., Phila. 7 Pa., describes and illustrates transits, levels, drafting room supplies, surveying instruments and accessories.

Public Administration Editor
Civil Service Leader, 97 Duane Street, New York City

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

Name _____
Organization or Agency _____
Address _____

Numbers of Items _____

Suggestions for Reducing Sewage Work Fatalities

The number of fatalities suffered by sewer workers in recent years came before the Federation of Sewage Works Association which met in Pittsburgh, Pa.

Among solutions offered to reduce these fatalities were the following safety rules, suggested by the Bureau of Mines:

1. Before workers are permitted to enter a manhole the air should be tested for carbon monoxide, oxygen deficiency, hydrogen sulfide and hydrocarbon vapor.
2. A team of at least two men should constitute a crew for this type of work. No workers should be sent to such a job alone.
3. Workers should be provided with airline respirators and proper life lines and these must be used.

Manhole Ventilation

4. Manholes should be provided

with adequate ventilation by means of a blower during the whole time men are working.

5. Manholes should be constructed with vent pipes where locations permit.

An estimated cost of the necessary protective and testing equipment is:

2-man hose mask with blower	\$200.00
Explosimeter	70.00
Flame Safety Lamp	7.50
Oxygen Deficiency Indicator	27.50
Hydrogen Sulfide Detector	35.00
All Service Gas Mask..	35.00

Substitute Discovered For Structural Steel

By CHARLES SULLIVAN

LEADER Washington Correspondent

Public Works officials will be interested in a revolutionary substitute for structural steel columns that is stronger than steel, as light as aluminum, and composed chiefly of concrete.

The substitute, worked out by Professor Geo. A. Maney, chairman of the department of civil engineering at Northwestern Technological Institute, was developed as part of the War Production Board's research program to discover new materials and to reduce the necessity for depending on materials that may be scarce for some time after the war.

Compressed Concrete

The unit, for use in construction of buildings, bridges and special foundations, is composed of highly compressed concrete, stronger than any previously produced, encased in a spiral of steel wiring. Production costs are estimated as about one-third the cost of steel.

A test model, 80 percent concrete, 20 percent steel, has supported loads greater than those of a solid steel column of the same size.

In addition to domestic use, to conserve steel for building construction, the new type of column is expected to prove valuable in reconstruction of wartorn areas, where steel may be unobtainable.

The strength of the new concrete mix was obtained by compressing the concrete and reducing the water content. Only one

gallon per sack of cement was used, compared to five to eight gallons in ordinary concrete. The reduction of water was made possible through a special method of compaction which includes vibrating the concrete while it is still damp.

How It Is Constructed

The column is constructed by placing a thin metal lining inside a spiral of steel wire and filling this with the specially compacted concrete.

The initial compression—10,000 to 20,000 pounds per square inch—is a main source of the unit's great strength in that it contributes to the strength of the concrete and, at the same time, puts the steel spiral under tension which is maintained by the concrete when it hardens.

Building columns of concrete encased in steel tubes have been used commonly, but have never approached the strength of this new unit. Ordinary, uncompresses concrete has been used, and the casing of steel did not come under stress until the concrete began to give way.

In the new unit, concrete and steel undergo stress simultaneously and give each other added strength.

Motorcycles Provide Saving To Police Depts.

The use of motorcycles effects a saving in two important items—gas and rubber, for municipal and State police departments. The Indian Motorcycle Company, which recently furnished New York City with 50 cycles, Detroit with 30, Louisville, Kentucky with 26 and Oakland, California with 27, foresees a shortage of gas and rubber for the next two years at least, and suggests the economy afforded by the motorcycle as an

answer to the conservation problem.

Other advantages of the motorcycle are the fact that a police officer on a motorcycle performs the work of two men in a patrol car; that the parked cycle is an indication to drivers that an officer is in the vicinity and that the location is one which requires extra caution in driving.

The company is now planning the post-war distribution of its product, and its general manager and vice-president, D. L. Moody, is a member of the Industry Advisory Committee, meeting with the War Production Board in Washington. Offices of the Indian Motorcycle Company are in Springfield, Massachusetts.

Alarm Systems Reduce Insurance For Communities

The installation and maintenance of an efficient fire alarm system can effect a substantial reduction in fire insurance rates, according to G. T. Gunn, of the Gamewell Company, Dallas, Texas.

Mr. Gunn points out that while all government officials appreciate the value of a fire alarm system in general terms, there is difference of opinion regarding its effect on fire losses and fire insurance.

Under the National Board of Fire Underwriters' schedule of rat-

ing cities and towns, a municipality without an alarm system may be penalized a total of 550 points, or one full insurance class. In fact, a fire alarm is fourth on the deficiency total table. Following is the table used by the under-

Water Supply	1,700
Fire Department	1,500
FIRE ALARM	550
Hazards	300
Police	50
Building Laws	200
Structural Conditions	700

Analyzing fire figures for cities in Texas, Mr. Gunn found that installation of a public fire alarm system reduced the fire insurance rate, or basis rate, approximately 5 per cent, and also reduced per capita fire losses by about 5 per cent.

County, Town and Village

Post-War Construction And Public Employment

To what extent the municipality may conduct post-war construction work exclusively by its own employees as contrasted with outside engineers and architects who perform such services under private contract was the subject of recent litigation, the decisions in which cases carry sweeping implications.

In June, 1942, the City of New York adopted a post-war planning program. The Board of Estimate had allocated about \$5,000,000 for the award of contracts to private engineering and architectural firms. A test case was brought by civil service employees holding architectural and engineering positions in the city to enjoin the city from continuing the practice of engaging these private engineers and architectural firms and their private staffs upon a contract basis. They claimed that the employment of private engineering and architectural firms was an evasion of the civil service provisions of the State Commission and the Civil Service Law. The city contended that the contracts were entered into to meet technical problems which private firms were especially equipped to master, to accelerate the completion of plans, and to assist in preserving intact many private engineering and architectural organizations that would otherwise be dispersed to the great detriment of the city.

Court Upholds City

The Court held that the action of the Board of Estimate was not in contravention of the civil service provisions of the State Constitution and held that the power of the Board of Estimate in contracting with the private engineering and architectural organizations was "wisely exercised." Discussing the constitutional question involved, the Court commented:

"It has been a practice when deemed advisable to award contracts for private architectural and engineering services. The difficult architectural and engineering problems involved in the construction of public improvements demand the highest degree of specialized professional skill for their solution. The city for years has searched among those with experience and talent to meet the requirements of design and construction called for by the nature of the particular improvements under consideration. . . . Whenever the power to award such contracts has been challenged courts have approved the practice.

"The award of contracts for architectural and engineering work does not constitute a method for making 'appointments' in the 'civil service.' The provisions of the contracts awarded do not create any employer-employee relationship, but a contractual one between an independent contractor and the city. The contracts call for specific studies, plans and specifications. The city does not control the office organizations of such firms, has nothing to do with the persons they employ, does not prescribe hours of employment and is not their sole client.

"The public policy of the State as expressed in Section 451, subdivision 4, Education Law, and Section 683, subdivision 4, New York City Charter, gives tacit approval to the practice of using private architectural and engineering firms. A further expression of such policy appears in Chapter 660, Laws of 1943, where the Legislature gives power to the state superintendent of public works to employ private engineers and architects in connection with state projects ordered by the State Post-War Commission.

"I therefore conclude that nothing contained in the Constitution or the provisions of the Civil Service Law prohibits the city from awarding contracts for architectural and engineering services to private concerns in connection with the post-war planning program. This court further holds that the action of the city attached herein is in line with sound public policy and represents a wise exercise of discretion."

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LEGAL NOTICE

COPARTNERSHIP NOTICE

SCALAMANDRE & SON—Notice is hereby given of the filing of a certificate of limited partnership in the office of the County Clerk of the County of New York, New York, on September 30, 1944.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of GEM PHOTO SUPPLY CO., INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of VICTOR INFANTS' WEAR HOUSE, INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law.

LEGAL NOTICE

OF STATE, ss.: I do hereby certify that a certificate of dissolution of A. GOLDEN, INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of GRENROCH BUTTER & EGG, INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of A C B L SUPPLIES, INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of ALLIED WHOLESALING CORPORATION, has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of XL MANAGEMENT CORP., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of JOHNSON FISH CO., INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of K S M REALTY CO., INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law.

LEGAL NOTICE

certificate of dissolution of BAILEY MARINE WELDING CORP., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law.

At a Special Term, Part II, of the City Court of the City of New York, held in and for the County of New York, at the courthouse, 59 Chambers Street, Borough of Manhattan, City of New York, on the 6th day of October, 1944.

In the Matter of the Application of JOSEPHINE WILLIAMS as guardian of ALICE RONCINSKE for leave to change her name to ALICE MATHEWS.

ORDERED that ALICE RONCINSKE be and she hereby is authorized to change her name and assume the name of ALICE MATHEWS, on and after the 15th day of November, 1944, and that this order be entered and the papers upon which it is granted to be filed, within ten days from date in the office of the Clerk of this Court; that a copy of this order be published once in The Civil Service LEADER, a newspaper published in the County of New York, within ten days after the entry thereof, and there be filed and recorded in the office of the Clerk of this Court an affidavit of the publication of this order within forty days from the date thereof, and on and after the 15th day of November, 1944, she will be known by the name she is herein authorized to assume and no other name, and it is further

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of THE HOME GUILD, INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of DR. N. S. HANOKA, Dental Surgeon, 300 WEST 42nd ST. (Cor. 8th Ave.) Phone Bryant 9-5852.

DR. H. SCHLISSEL, Dental Surgeon, STAPLETON, S. I., 580 BAY ST. GI 7-1985. Tues., Thurs., Sat., 9 A.M. - 7 P.M.

certificate of dissolution of BENTON WOOLEN CO., INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of BELANN DRESSES, INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of HOME FILM LIBRARY, INC., has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law.

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News About Employees in New York State

(Continued from page 1)
 tendants, Farm Group and others feel they have been let down. . . . Farm Manager *Elbert Johnson* and *Carl Rozelle* have been cleaning their guns, readying themselves for the hunting season. Game seems fairly abundant so its likely Johnny and Carl will have full bags. . . . The hills around Harlem Valley are beautiful, with the maples putting on the best show of color and numerous players are seen on the golf course anxious to enjoy the few remaining days before cold weather sets in. . . . Mrs. *Irene Mason* accompanied *President Gordon Carille* to the meetings in Albany, Monday and Tuesday, October 16-17. The delegates carried several resolutions sponsored by the Chapter for consideration by the delegates. One resolution proposed that the state-wide Association for Civil Service Employees purchase a vacation spot, where civil service workers and their families can relax for a few days at reduced costs. The meeting here October 11 was well attended and proved most interesting.

Rockland State

Pharmacists' Mate *Peter A. Gaideczka*, a registered nurse at Rockland State Hospital before entering the armed forces, has been missing in action since Sept. 15, the Navy Department has informed his wife, who lives in Watervliet. He was in service four years and for a year had been on submarine duty in the South Pacific.

Why You Should Consider A Post Office Job Now

OPA JOBS ALSO TO BE FILLED

Applications for the job of Substitute-Clerk Carrier are being accepted by the U. S. Civil Service Commission, for positions in the Metropolitan area.

Applications will be received until the need of the service has been met. However, if too many persons file, only a number considered sufficient to meet the estimated vacancies will be called in for the written examination. They will be called in the order of application, so it is to the applicant's advantage to get his application filed early.

To get your name on the list, call at the Federal Civil Service Commission, Christopher and Washington Street, New York City. Ask for Announcement Number 2-6.

The Jobs Open

After the examination is given, successful candidates will be called in to fill positions as substitute carrier and clerk; occasionally as regular carrier and clerk. In addition, the list may be used to fill clerical jobs in local Price

and Rationing Boards. These Ration Board posts pay \$1,800 a year. The Post Office openings pay 65 cents an hour. Most appointments will be made as "subs," for part-time work, when needed. Vacancies in regular postal jobs are filled from the substitutes according to seniority.

Both men and women are wanted; veterans' preference is given ex-service men, widows of deceased ex-service men, and wives of disabled ex-service men.

These jobs are not to be confused with temporary pre-Christmas openings recently announced. They will last for the duration or until such time as the Post Office is manned by its regular employees now in the armed forces, or until an examination is held for permanent Post Office jobs. And in that case, the experience gained will prove invaluable.

Labor Dept. Employees Resent Exempt Jobs

(Continued from page 9)
 old investigators had been assigned to "instruct" the new appointees, and that while he was earning \$2,300, he was teaching men who were starting in at \$2,400 to \$3,000.

Association View

These two situations were referred to the Albany offices of the State Association for consideration. In reply, William F. McDonough, executive secretary, said: "I feel personally that the Civil

Service Department should give more than lip service to cooperating with our association and consulting it prior to decisions which are as important as the ones you have brought up and also in cases of revision of rules, etc. Since President Conway became a member of the Commission, we had a promise that the Association would be advised of the agenda for Civil Service Commission meetings so that we might plan to be present when controversial issues were to be discussed. However, we have never been advised of the calendars for Commission meetings and we have to convey our ideas to the Department in one way or the other. We hope that there will be a change in policy and that the Commission will realize the good sense of obtaining the advice of the Association on new or revised changes in rules or as to examinations and exemptions."

Clerk Candidate Gets Boost in Mark

One eligible on the NYC promotion list to Clerk, Grade 4, Department of Sanitation, had her mark on the examination raised last week.

The Civil Service Commission found that she hadn't received proper credit for an in-service training course which she had taken in 1940, and changed Helen Wertheim's grade from 83.50 to 83.58.

However, this change doesn't make any difference in her standing on the list.

SANTA CLAUS GIFTS ON WAY TO SANITATION GY'S

The NYC Department of Sanitation is taking the Government's advice to mail Christmas packages early. Gift packages are already on their way to the 1,100 Sanitation men in service.

The Sanitation Servicemen's Committee has arranged that each uniformed employee will receive; a one-pound fruit cake, a pound of candy, a package of razor blades, a pocket book of short stories, a tooth brush, 2 packs of cigarettes, a deck of cards and a large tube of shaving cream.

Amusement

By J. RICHARD BURSTEN



HUMPHREY BOGART

"He" man Bogart is currently starring in the dramatic new Warner Bros. film, "To Have and Have Not," which is now showing at the Hollywood Theatre.



GAIL RUSSELL

Now at the New York Paramount in a charming screen comedy of another decade, "Our Hearts Were Young and Gay" is the sparkling young actress, Gail Russell.

"To Have And Have Not" is one of the important new screen productions currently showing on the New York screens. This dramatic romance set in wartime Martinique, stars Humphrey Bogart and introduces to the film public, an arresting new screen personality, in the person of Lauren Bacall, who makes her screen debut in the leading feminine role opposite Mr. Bogart. A Warner Bros. film, directed by Howard Hawks it is being shown at the Hollywood Theatre . . . Another new film of great interest which is chock-full of drama, mystery and suspense, is the 20th Century Fox Film, "Laura" which stars Gene Tierney

and features Vincent Price. "Laura" is currently playing at the Roxy Theatre. . . . A heart-warming comedy is "Our Hearts Were Young And Gay," which is the screen adaption of the Cornelia Otis Skinner best seller. The screen heroines are the Charming Misses Gail Russell and Diana Lynn; the studio responsible, Paramount Pictures; and the scene of the fun, the New York Paramount Theatre. . . . Seven year old Sharon MaManus has been selected by Gene Kelly as his dancing partner, in the new Frank Sinatra film, "Anchors Aweigh." In addition the sprightly little miss will soon be featured in a new picture, "Tenth Avenue Angel."

Tex McCrary Writes Important Book on Air Force

All royalties from the sales of "First of the Many", true stories of the original officers, combat and ground crews of the Britain-based 8th U. S. Army Air Forces, will be donated to the Army Air Forces Aid Society.

Written by Lieut. Col. John R. (Tex) McCrary and David R. Scherman, the book is of epic military importance. It tells of the accomplishments of precision bombing of the German targets by day. Written as a personal his-

tory, told in the worlds of the men who flew and maintained the planes, it is as thrilling as the picture "The Memphis Belle."

Eaker Wrote Introduction
 A cast of two hundred soldiers moves through the pages of the volume, which has an introduction by Lt. General Ira C. Eaker, Commanding General of the 8th Air Force from December 1, 1944. There are 128 full pages of photographs, many from official USAAF sources, and the remainder by David Scherman, LIFE magazine staff photographer, who was recently connected with the 8th Air Force. The book is published by Simon E. Schuster, and sells for \$2.75.

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 BING & BING MANAGEMENT

New Exams for Permanent Jobs Opened by New York State Civil Service

ALBANY—A new series of examinations for permanent jobs has been announced by the State Civil Service Commission. They cover 13 different job-groups: assistant law reporter, court stenographer, head janitor, head steam fireman, housing management field assistant, junior administrative assistant, junior librarian, rehabilitation interviewer, senior laboratory technician, psychiatrist, transportation engineer, soil conservationist, and psychiatric social work expert. Some of the details about these jobs follow below.

The salaries listed do not include the wartime bonus, which brings up the pay in each case 10 per cent for those posts paying \$2,000 or less, and 7½ per cent for those posts paying between \$2,000 and \$3,750.

Applications for the written examination listed below will be received up to November 4. Most of these examinations will be held on November 18, 1944. Some may be held earlier or later as circumstances require. In case of any departure from the scheduled date, candidates will be given adequate notice. None of these examinations, however, will be held before November 4, 1944.

Applications for the unwritten examination will be received up to November 17.

Completed applications, TOGETHER WITH THE REQUIRED FEE, should be filed or postmarked on or before November 4 for written examinations, and November 17 for the unwritten examination.

A salary range is given for each of the examinations listed below. Appointment is expected at the minimum plus a war emergency bonus.

State Written Examinations of November 18 (Applications should be filed by November 4)
8091. ASSISTANT STATE REPORTER, Law Reporting Bureau of the State of

New York. Usual salary range \$3,841 to \$3,240. Application fee \$2.00. At present, one vacancy exists at \$3,000.

8140. COURT STENOGRAPHER, Supreme and County Courts, Third Judicial District. At present, one vacancy exists at \$5,200 in the Supreme Court. Application fee \$5.00. Candidates must have been legal residents of the Third Judicial District which comprises the counties of Albany, Columbia, Greene, Rensselaer, Schoharie, Sullivan or Ulster for four months immediately preceding the examination date. This examination will probably be held in December.

8141. HEAD JANITOR, State and County Departments and Institutions. Usual salary range \$2,000 to \$2,400. Application fee \$1.00. At present, a vacancy exists in the Division of Laboratories and Research, Department of Health.

8142. HEAD STEAM FIREMAN, Department of Correction. Usual salary range \$1,800 to \$2,300. Application fee \$1.00. At present, one vacancy exists at Sing Sing Prison.

8143. HOUSING MANAGEMENT FIELD ASSISTANT, Division of Housing, Executive Department. Usual salary range \$4,000 to \$5,000. Application fee \$3.00.

8144. JUNIOR ADMINISTRATIVE ASSISTANT, Department of Labor. Usual salary range \$2,500 to \$3,100. Application fee \$2.00. At present, one vacancy exists.

8145. JUNIOR LIBRARIAN (CATALOG), State Library, Department of Education. Usual salary range \$1,800 to \$2,300. Application fee \$1.00. At present, one vacancy exists.

8146. REHABILITATION INTERVIEWER, Bureau of Vocational Rehabilitation, Department of Education. Usual salary range \$1,800 to \$2,300. Application fee \$1.00.

8147. SENIOR LABORATORY TECH-

NICIAN (SANITARY CHEMISTRY), Division of Laboratories and Research, Department of Health. Usual salary range \$1,650 to \$2,150. Application fee \$1.00. At present, one vacancy exists.

8148. SENIOR RESEARCH PSYCHIATRIST (GENETICS), New York State Psychiatric Institute and Hospital, Department of Mental Hygiene. Usual salary range \$4,000 to \$5,000. Application fee \$3.00. At present, one vacancy exists.

8103. SENIOR TRANSPORTATION ENGINEER, Department of Public Service. Usual salary range \$4,000 to \$5,000. Application fee \$3.00. At present, one vacancy exists in the Albany Office.

8150. SUPERINTENDENT OF SOIL CONSERVATION, Bureau of Soil Conservation, Conservation Department. Usual salary range \$4,000 to \$5,000. Application fee \$3.00. At present, one vacancy exists.

State Unwritten Examination of November 18 (Applications should be filed by November 17)

8138. ASSISTANT DIRECTOR OF PSYCHIATRIC WORK, Department of Mental Hygiene. Usual salary range \$3,500 to \$4,375. Application fee \$3.00. At present, one vacancy exists.

Application forms are obtainable from the offices of the State

Civil Service Commission, at the State Office Building, Albany, or 80 Center Street, New York City.

When writing for details, circular and application form, specify number and title of position and enclose a 3¼ x 9-inch or larger self-addressed envelope, bearing 6 cents postage. DO NOT ENCLOSE EXAMINATION FEE WITH THIS REQUEST.

Marine Gets His Old Job Back

Edward Swedin, former auto-enginem (chauffeur) for the NYC Department of Hospitals had his way back to his job cleared by the Civil Service Commission last week.

On August 21, 1942, Swedin resigned from his job to enlist in the Marine Corps. He was honorably discharged from the Corps on September 15, 1944, and applied for his old job.

Henri Schwob, secretary of the Hospitals Departments, asked permission to change the records to read "on military leave" and to restore him to his \$2,280 job. The Commission gave its OK.

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GOV. THOMAS E. DEWEY, by recent legislation, has decreed that members of the New York Guard employed by State agencies or municipalities will lose no pay or vacation time because of time spent in the service of the State through the Guard up to thirty days a year. It is the earnest desire that all employers within the State voluntarily adopt such a ruling.

IT IS understood that there are some 300,000 civil service employees in the New York State area. It is earnestly hoped that that great force will supply the Guard with a substantial number of members.

Join now! Do your bit!



NYC Law Dept. Rules On Seniority of Vets

Last week the Corporation Counsel handed down an opinion to the NYC Civil Service Commission which effects the promotion of City employees now in service.

The ruling of the Corporation Counsel was that a City employee skipped for promotion because he had been in service when his name was reached on the promotion list, and was subsequently promoted on his return to the job, should get seniority from the day he assumed the higher grade, not the day he was skipped.

While the Law Department did not give the reasons for this ruling, it was felt at the Civil Service Commission that the action was "logical."

How It's Done

At present, some City departments promote eligibles who are reached on a list "effective on return to duty"; other departments skip such employees. The ruling of the Corporation Council places them on a par, whether they were skipped or promoted.

Seniority is an important factor in layoffs, but veterans are protected by State law.

Seniority determines eligibility for a promotion examination. For instance, an examination may require "two years experience." A non-veteran who received a promotion, while another man who was above him on the list was in service, may become eligible for a promotion examination, while the veteran lacks the required time on the job.

But, it is pointed out, actual experience on a job is necessary to

qualify for a higher post, and the veteran can't receive credit for his time spent in military service.

It is possible that the whole matter will end up in a number of law suits.

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