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# Civil Service LEADER

**YOUR INCOME TAX  
PROBLEMS EXPLAINED  
ON PAGE 9**

Vol. 1. No. 22

New York, February 13, 1940

Price Five Cents

## Exclusive!!

# SANITATION MAN PHYSICAL TESTS

*The Leader Scoops All Newspapers  
With First Pictures of Tryout Exam*

Complete Details on Pages 10 and 11

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## Full Requirements For 62 City, State, U. S. Exams

A variety of opportunities is offered in the 62 different fields opened by City, State, and Federal Commissions. Full details for each of the examinations are listed in this issue, beginning on page 7.

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## Albany vs. New York City: Which Gets DPUI Employees?

Chamber of Commerce officials in Albany are plenty peeved about a bill just introduced in the State Legislature that aims to move offices of the DPUI down to N. Y. City. It's another round in an old battle. See page 6.

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## End of Babcock-Seelye Bills Planned

See page 3

# 565 Welfare Provisionals Will Be Dropped; New Appointments Are Speeded

Job prospects grew extremely dark last week for 565 provisional Social Investigators in New York City's Department of Welfare, Board of Child Welfare, Department of Hospitals, and Department of Correction. They grew dark because the Municipal Civil Service Commission announced that it would speed the job of replacing them from the new Social Investigator eligible list and that the whole replacement job would be finished early this Spring.

At the same time the Commission revealed that only 35 out of 600 provisionals in the various departments won places on the new eligible list.

### 30 a Day

The Commission will begin giving qualifying oral tests almost immediately, it was announced yesterday; but only the top 1,000 will be examined for the time being. Others will be

examined as future vacancies occur.

About 30 men and women will be given qualifying tests every day. They will be notified a week in advance of the exams. This series of tests is expected to be completed by the end of March. The candidates will be judged on their appearance, judgment, ability to win the confidence of

relievers, cooperative attitudes and capacity for training.

### Some This Month

Replacements of provisional Social Investigators will be at the rate of 100 every two weeks, and the first batch of new appointments will be made this week. All the new appointees will be given a training course and broken into the job gradually.

## SANITATION MAN—IMPORTANT!

Free mental preparation for those who enroll for physical training.

Classes meet five times a day three days weekly. Applicants are required to obtain 75% in the written test or they will not be called for the physical. **DON'T BE CAUGHT NAPPING!**

## FIREMAN—PATROLMAN

The present list for Fireman expires December 15, 1941. All of the eligibles on the present Patrolman List should be appointed before that time. Consequently, both examinations should be held in 1941.

Because of the keen competition and type of examination, few can prepare properly in less than 18 months.

Prepare for these attractive positions where 80 to 90% of the personnel of the Police Department from the Chief Inspector to the newest rookie prepared. Ask any member of either department and be guided by his advice.

PHYSICAL and MENTAL CLASSES meet daily at hours to suit the convenience of the student.

**STATE PRISON GUARD** Entrance salary \$1800 per annum with mandatory salary increases. Examination expected soon!

**COLLEGE CLERK** Applications now being issued—close Feb. 27. Excellent opportunity for College Graduates and Seniors to enter the city service.

**STRUCTURE MAINTAINER** Examination in the Independent City Subway System for which applications have closed.

**JR. PROFESSIONAL ASSISTANT** Excellent opportunity for college graduates and seniors.

### CITY TESTS—APPLICATIONS NOW BEING ISSUED

Stenographer (Law) Gr. 2  
Court Stenographer

Driller  
Marine Stoker

Post Office Clerk-Carrier  
Railway Postal Clerk  
First Grade Clerk  
Steno. & Typewriter, Gr. 2  
Telephone Operator (Fem.)

**PREPARE NOW!** Applications will be issued later! Because of the type of examination and keen competition, months of specialized training are necessary for success.

### EXAMS FOR WHICH APPLICATIONS HAVE BEEN FILED

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**FREE MEDICAL EXAMINATION** Persons interested in PATROLMAN, FIREMAN, SANITATION MAN, POST OFFICE CLERK, CARRIER and other examinations requiring a medical examination, are invited to call any day or evening at our Medical Department and be examined by one of our physicians without obligation.

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## "No Prison Guard Test"—Reavy

Despite reports in a Civil Service newspaper that a State exam for Prison Guard would be announced soon, The Leader has learned that the State Civil Service Department is not planning to announce a test for the position in the near future.

In an exclusive statement to The Leader, Miss Grace A. Reavy, president of the Commission, said: "We haven't thought of holding such a test. We haven't been asked to by the State Correction Department and there are several hundred names remaining on the present eligible list."

"We certainly wouldn't announce a Prison Guard test before next Fall," she added.

## Sanitation Men Won't Have to Go Far to Take Test

With much of its staff occupied with arrangements for the Sanitation exam March 2, the Municipal Civil Service Commission announced yesterday that it had completed arrangements for candidates to take the test in schools located in the same boroughs in which they reside.

The men who applied for the Sanitation jobs will be notified a week before the test is held, of the school at which they should appear. It is expected that six schools in Manhattan, six in the Bronx, eight in Brooklyn, four in Queens and two in Richmond will be used.

Two examination sessions will be held—one at 9:30 a.m. and the other at 1:30 p.m.—and half the men will be called for each period. The actual test is expected to last only an hour. From all indications the qualifying written exam will be difficult. The pass mark has been set at 75 percent.

While standing on the eligible list will be determined from the competitive physical tests entirely, and not from the results of the written exam, the relative standing on the written will be used to break ties.

The events to be given on the physical exam are now being worked out by Professor Francis Patrick Wall, of New York University. A full description of these events appears in The Leader on pages 10 and 11.

## Feb. 17 for Electrical Inspector Exam

An exam for Electrical Inspector, Grade 2, for which 1,534 candidates were declared eligible, will be held at Seward Park High School on Saturday, February 17 at 9:30 a.m.

At present there are eight vacancies in the Department of Water Supply for Electrical Inspectors. The new eligible list will also be used to fill two vacancies as Cable Tester in the Fire Department.

## Federation Installs Officers; Forum Heads Rapped by Speakers

By BURNETT MURPHEY

An overflow crowd of hundreds of members of the newly-formed Federation of Municipal Employees gathered at Gordon's Restaurant Friday night, Feb. 9, for a mass installation of officers of the Federation and its affiliate groups.

The ceremonies, which were attended by prominent city and State officials, were highlighted by sharp attacks on the Civil Service Forum, from which most of the Federation members seceded two months ago.

The Forum—and particularly its leadership—was scored for its general "inertia" in attempting to alleviate many "grievous conditions" which Civil Service employees suffer.

Henry Feinstein, president of the Federation, outlined the swift growth of the organization, which, he said, today numbers more than 2,000. He added that the Federation was determined to take a resolute and militant stand for progressive legislation to benefit the Civil employee.

"We, of this organization, stand for collective equality in the Civil Service and the exercise of the right to earn freely and hold privately the fruits of our toil.

"We believe that any change made in our status should be made through collective negotiations when we, the employees, have a voice.

"We believe in the right of the Civil Service employee to help his friends to the exclusion of his enemies.

"We, the Federation of Municipal Employees, have but one purpose—to promote the general welfare of Civil Service employees."

Aaron S. Becker, secretary of the Federation, in his address to the members, said: "For many years the majority of you were numbered among the roster of the Civil Service Forum and for many years your pleas for relief fell on the deaf ears

## Contest for Welfare Employees Started

A contest for the demonstration of Social Case Work has just been announced by the National Conference of Social Work. The contest is open to any Investigator who is interested in submitting a paper based on one of his active case records. All names and addresses will be disguised.

The writers of the three best papers will be invited to present them at the National Conference in Grand Rapids.

The closing date for the contest has been set for March 1. Only investigators with more than two years' experience will be allowed to compete; papers will be limited to 2,500 words.

## Policewomen O.K.

### For Inspectors

A new use for Policewomen was forthcoming last week when the Municipal Civil Service Commission certified the list for Inspector (Female) in the Dept. of Markets. Appointments, expected shortly, will be the first in a long time.

## Orders Trio of Tests

Three open-competitive tests were ordered this week by the Municipal Civil Service Commission. They are Assistant Music Librarian; Inspector of Equipment (Railroad Cars and Trucks), Grade 3, and Inspector of Equipment (Electrical Railroad Car Equipment), Grade 3.

(Continued on Page 15)



The National Civil Service Reform League has devised a portable Voters' Traffic Light which shows which senators and representatives are merit-minded, which are "wishy-washy," and which are frankly spoilsmen. The League's Traffic Light is a large board, mounted with pictures of senators and representatives, and has red, yellow and green lights. Each light shows whether a senator or representative is for, against, or undecided on the merit system, and whether he should be supported or be voted against. Girls in the League's office are shown here demonstrating the device.

# State Cops Set To Balk Passage Of Pension Bills

Representatives of New York State's 42,000 Policemen promise to be very much on hand Wednesday at 2:30 p.m. at the Senate Chambers in Albany. A joint legislative committee will listen to what they have to say on the Babcock-Seelye pension bills. From what they've been saying for the past two years, the ears of Assemblyman Babcock and Senator Seelye will probably be burning.

The opinion of New York City Corporation Counsel William C. Chanler was used this week by the State Police Conference as a "final attack" on the bills. A leaflet headed "City Pensions Held Not in Debt Limit" was forwarded to every Senator and Assemblyman. It ended:

"The opinion of Corporation Counsel Chanler destroyed the only remaining argument employed by the supporters of the Babcock-Seelye pension bills."

### Burden on Cities

The bills, delayed at the last minute of the 1939 session, hold that pension liabilities will be part of the debt limits of the various cities by July 1. They would establish bond issues to cover the debts, put all pension plans on an actuarial basis. Their supporters have issued scare statements saying that unless the bills pass, cities won't have money for hospitals, schools, etc.

New York City, now in the midst of solving its own pension problems, definitely seeks exemption from the bills for its 19,000 Patrolmen, 13,000 Firemen.

## DPUI Employees Win Permanent Status

This week the Division of Placement and Unemployment Insurance of the State Department of Labor will discontinue its practice of appointing employees on a one to three months' temporary basis.

Negotiations conducted by H. Eliot Kaplan, counsel for the National Civil Service Reform Association, with Attorney-General John J. Bennett, the State Civil Service Commission, Budget Director Abraham Weber, and officials of the DPUI, over a three-months' period, resulted in the decision.

Among the positions included in this category, which have been treated as temporary for almost two years, are Assistant Employment Interviewers, Employment Counsellors, and others.

A settlement was also worked out by Kaplan and the Attorney-General's Office in the Facks case which is now pending in the Albany Supreme Court. This case involves the status of a number of Assistant Employment Interviewers in the DPUI who served as temporary employees for many months. They will not attain a permanent status.

While budget authorizations to the DPUI will continue to be made on a quarterly basis, this will have no bearing on the status of permanent employees selected in regular order from eligible lists.

It is reported that the U. S. Social Security Board has approved the new practices of giving DPUI workers a permanent status.

## Merit System Demanded for Public Housing

Personnel for housing projects throughout the U. S. should be selected through competitive Civil Service exams, the Citizens Housing Council of New York declared last week in a report made public by its president, Harold S. Buttenheim.

The report, entitled "Civil Service in Relation to Housing Management Personnel," was written by Beatrice Greenfield Rosahn with the aid of Civil Service subcommittee of the Council.

"Once a housing project has been built," the report stated, "the most important single factor making for its success or failure is the management under which it is placed." It added that men and women of exceptional administrative ability, personal integrity and social outlook must be found for public housing management jobs.

"In this new field of public activity, in which authority has now been decentralized, it is extremely important that provision be made so that an individual passing a Civil Service examination in one community will be considered eligible in any other city where such a manager is needed. Geographical limitations as a factor of eligibility seriously narrows the field of selection, and handicaps both the housing movement and the limited personnel available," the report continued.

The report pointed out that New York City was the first in the United States to give Civil Service exams for housing management jobs.

### UPA Work

Work of the United Parents Associations will be discussed Thursday night at 8 o'clock in Room 709, N. Y. U., 100 Washington Sq. East.

## MORE CASH, PLEASE!—DEPT. OF HOSPITALS

Low-paid employees of the Department of Hospitals may get salary raises next year—if the Department's budget request is granted.

In a summary of its financial needs for the next fiscal year, Dr. S. S. Goldwater, Commissioner of Hospitals, asked keeper of the budget Kenneth Dayton for an increase of \$393,890 to give salary raises of \$5 a month each to 8,735 Nurses, Hospital Attendants and Hospital Helpers who have one year's service. Another item of \$39,821 was requested for restoration of individual salary increments.

For the regular payments of increments under the McCarthy law a sum of \$397,000 was included.

Dr. Goldwater also said that \$53,500 additional funds would be needed to pay minimum salaries of Hospital Helpers and Hospital Attendants and others who have been re-classified into the competitive class. Allowances, in lieu of maintenance, for Nurses and other employees who now occupy unsuitable quarters would cost still another \$194,020, Dr. Goldwater declared.

## Kern-Harvey Feud

Queens Borough President George U. Harvey wants Paul J. Kern, president of the Municipal Civil Service Commission, to break the State law. So says Kern. The matter came up this week when Harvey wrote to Governor Lehman, charging that Kern plans to dismiss 300 war veterans in the Welfare Dept. This violates a State law, Harvey said, that "special exams be given veterans in the Public Welfare Dept. with a view toward making them Civil Service appointees in recognition of their experience."

He suggested that Lehman investigate Kern.

Kern said that it's all been decided. "Our action," he explained, "is predicated on the Britt case, which held these provisions unconstitutional."

Then the youthful Commission head sailed into Harvey with characteristic aplomb:

"He is urging us to violate the State Constitution. Although he's a veteran himself, I don't believe that many veterans will support him in this."

"Unconstitutional" was also the word given by Kern for a piece of veteran legislation introduced this week in Albany. Authored by Senator William H. Hampton, Utica Republican, the bill provides that any veteran, veteran's wife, or widow, who has served continuously in a veteran relief agency since July 1, 1937, in a similar position to that presently occupied, shall be appointed to Civil Service without further examination.

According to the New York City Welfare Dept., some 450 veterans are working in public relief agencies, 300 of them on veteran problems.

## Subway Sons Can't Hide Nothin' From Pryin' Commission

When the subway systems that serve New York's close-packed millions become unified, the 35,000 men who serve the subways will fall automatically into the sphere of Civil Service.

Pending that day, the Civil Service Commission and the Board of Transportation have forwarded to these workers 35,000 questionnaires probing into their private—now public—lives.

Among the questions are these: Name? Alias? Where can you be interviewed during working hours? Description of your work? If foreign born, on what ship arrived? If foreign born, state on what date first citizenship papers were issued. Second papers? In what court? Names and addresses of schools attended. Are you married, divorced, separated or widowed? When and where married? Religious or civil? Wife's maiden name? Are you living with your wife (or husband)? If unmarried or separated, with whom do you

reside? Have you ever applied for Civil Service job? Have you ever been disqualified for Civil Service job? Are you receiving a pension from the city? State each place where you have resided during past 20 years. Were you ever arrested, indicted, or summoned to court for any violation (no matter how trivial)?

The questionnaire, to be sent out this week, is due to be filed by March 15.

The Transport Workers' Union, strongly represented among IRT and BMT men, holding contracts with both systems, looks warily upon the questionnaire, wonders about its hold on the men after they are blanketed by Civil Service regulations. But the union is cooperating.



THIS YOUNG LADY is demonstrating the Municipal Civil Service Commission's electrical rating machines for grading examination papers. A couple of these machines, which rate papers at a speed of five per minute, are on exhibit at the city's newly-opened Information Center at 42d St., across from Grand Central.

## U. S. Employees Set Record in December

Another all-time high was recorded in December when the number of U. S. employees in the Executive Branch of the government reached 987,538, up 54,000 from the previous month.

**COMING SOON**  
in the Leader

**HOW TO GET A CIVIL SERVICE JOB**

By HOWARD P. JONES  
State Civil Service Commissioner

An important series of articles in simple, understandable language, explaining exactly what to do to get a Civil Service job.

Follow the Leader for the most helpful information for Civil Service employees, eligibles, and those seeking to enter the service.

# Civil Service LEADER

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Tuesday, February 13, 1940

## Save Those Increments!

ONCE more noisy taxpayer groups threaten to execute a squeeze play on State employees and do them out of salary increments for another year. To most people, Feld-Hamilton means salary raises, and nothing more. That's a mistake!

When the Feld-Hamilton Law was passed, after years of agitation and painstaking study and work by committees of experts, it was designed, not only to raise salaries, but to correct the muddle and confusion and injustices which prevailed in the pay, titles, and grades of State employees. Employees who were doing identical work, in many cases, had huge differentials in salaries. In others, workers receiving the same salary held different grades.

To correct this condition, which was the outcome of years of disorderly growth, the Feld-Hamilton law was passed. Among its many sensible provisions was one to assure State employees of orderly, and modest, annual increases in salary, until they reached the maximum of their grade. No one kicked on this provision, and during 1938 the program went ahead smoothly. Then last year, the taxpayers hit upon an item of \$1,000,000 to cover these increments, and knocked it out by having the Feld-Hamilton law suspended for a year. Now they're trying to do it again.

The State Legislature has been high-pressured enough. Against its better judgment it allowed the increments to be suspended last year. This year, before the session started, almost everyone agreed that the increments should be restored.

Our Senators and Assemblymen must not retreat at the behest of taxpayers, and the expense of State employees.

## How Secure Are They?

CIVIL SERVICE employees generally are thought to have more security, more advantages than workers in private industry or elsewhere. Actually, they don't. In most cases a Civil Service employee has absolutely no redress if he's canned. The courts won't listen to him. The department head prefers charges. He may hold a hearing, but he doesn't have to. And in any event he makes the final decision.

Thus, a Civil Service employee may be kicked out of his job on the slightest pretense—we don't say that he usually is, but he may be—and what can he do? Nothing.

He isn't even entitled to such elementary considerations as unemployment insurance. Last week in Albany, however, State Senator William F. Condon (Rep., Yonkers), introduced a resolution asking for the creation of a joint committee of three Senators and four Assemblymen to study ways and means to make unemployment insurance available for Civil Service employees.

Certainly Civil Service employees have as much right to unemployment insurance as any other workers. Why shouldn't a clerk, say, in the Department of Hospitals be allowed the same protection as a clerk in an advertising agency? Why shouldn't a telephone operator in a city, State or federal department get weekly unemployment insurance payments, just as a telephone operator in a department store would, if she lost her job?

Senator Condon's proposed committee and the suggestions it will make should receive the wholehearted support of every Civil Service employee.

## Albany Can Settle It

DOWN in Brooklyn there's a minor political snarl over the question: Shall the exam for chief probation officer be given on a city-wide or county-wide basis? The decision was finally rendered by Attorney General John J. Bennett—but the matter still remains controversial. The tests are to be given on a city-wide basis, but after they are given, the problem may be taken to the courts to determine if the job should go to a Brooklynite.

Attorney General Bennett expresses an honest doubt on the issue. He feels it is not a question for him to decide absolutely, but for the legislature to resolve all doubts. The legislature is now in session. It is Albany's job to provide clarification now—and thus avoid long, bitter litigation in the future.



## Merit Men

"... Everyone wants it, but no one wants to pay for it..."

**JOHN TELLER DE GRAFF**

A tall, gaunt young lawyer helped argue a case for thousands of New York State's Civil Service workers yesterday on Albany's Capitol Hill. A legislative committee was the court. At issue was the Feld-Hamilton law, which provides regular salary increases for State Civil Service employees. No matter what the outcome, one thing is certain: The State's employees could look up and down the State without finding a better defender of their rights.

The lawyer was John Teller DeGraff, counsel to the Association of State Civil Service Employees and Legal Assistant to the Board of Law Examiners.

In 1932, a struggling lawyer, he fought his first Civil Service case. Ninety architects had been fired. Illegally, they claimed, on the ground that temporary service should not be counted in determining seniority. The architects lost their case in the lower courts, then tried to find another lawyer to pilot their interests.

They finally hit on DeGraff, who saw some new angles. The court decided in favor of the architects. The case of Koso vs. Greene became one of the first important Civil Service cases in the State, the first for young John DeGraff.

In 1932—the year of the Koso vs. Greene case—the Association of State Civil Service Employees was in the midst of a hectic membership drive under president William F. McDonough. Probably its most important plank was the reclassification of positions in the State service. A legislative commission had just reported on the jumble in which it found salaries and positions. The Association tried to end this, but its sponsored bills met the snag of unconstitutionality.

Wary of three years of such setbacks, the Association looked about in 1935 for a lawyer to bring State employees through the legal wilderness. John DeGraff became counsel to the Association.

Vivid proof of the wisdom of this choice came two years later, when the Legislature passed the Feld-Hamilton law. DeGraff and President Charles A. Brind, Jr., fought it through. In 1933 it went into effect, last year it was suspended. Yesterday's public hearing was on Governor Lehman's proposed budget, which calls for \$1,500,000 to pay State workers what is legally theirs.

John DeGraff revealed that the net increase to the State is actually a good deal below \$1,500,000. Since the Feld-Hamilton law stabilizes salaries, jobs are now frequently filled at a saving to the State which never appears in the budget.

DeGraff feels that the Feld-Hamilton law represents the greatest advance so far for State employees, and doesn't want to see taxpayer knives stuck in its back for a second year. He succinctly characterizes the wail of the taxpayers: "Everybody wants more government, but nobody wants to pay for it."

### letters

## Dispatchers Have Troubles

Sirs: I am an Assistant Train Dispatcher in the Independent Subway System and wish to acquaint you with the unsatisfactory conditions of our employment which continue despite our efforts to remedy them.

Since April, 1937, Assistant Train Dispatchers of the Independent System have been receiving pay at the rate of 75 cents an hour, which totals \$1,872 a year. The Assistant Train Dispatchers of this System are in charge of Motormen, Motorman Conductors, Conductors and Towermen. Yet all of these (with the exception of Conductors, who receive the same salary we do), receive a higher salary than we, their superiors. Moreover, the Assistant Train Dispatchers employed by the IRT company, a privately-owned line, have been receiving, since July, 1937, an annual salary of \$2,208 with an additional 90-day sick leave with pay in any one year.

We have attempted in the past to indicate the incongruity of our being paid less than those whom we are in charge of and less than those who occupy the same position in the IRT, but to no avail.

We are also discriminated against in that avenue for promotion is very limited. The only advancement possible for us is to become a Dispatcher. On the other hand, Motormen and Motorman Conductors, who are supposed to be subordinate to us, are eligible to become Yardmasters.

**A. T. D.**  
 Ed. Note: A number of similar complaints from Assistant Train Dispatchers have been received by the LEADER and it would seem that many of their grievances are justified. However, the Board of Transportation officials in statements to the LEADER denied that Assistant Train Dispatchers have any supervisory control over other employees. The LEADER is still checking.

### Thanks

Sirs: Your efforts in making the Civil Service Leader a real leader for all Civil Service employees deserve more than my compliments and admiration. Needless to say, this field has long suffered from the lack of an unbiased force to correct the many evils and shortcomings that beset the employee. In taking up the cause of the public servant, you perform a public service worthy of the greatest success.

Of particular interest to Postal employees is "On the U. S. Civil Service Front," by Charles Sullivan. On the whole, the easy-to-read columns loaded with correct and timely information, is an asset both to the reading public and to journalism. I wish you and your colleagues every success.

**ABRAHAM C. SHAPIRO**  
 Editor,  
 New York Letter Carriers' Outlook.

### Preference For WPA Workers

A WPA ruling was adopted some time ago, which provided that, wherever practical, credit would be given to WPA employees who are such because of acquiring a Home Relief Status.

Undoubtedly, there are many WPA workers who have recently passed that extremely difficult Social Investigator examination. Do you not think that the WPA should, in logically carrying out its program, give these men the positions in the Intake and Certification Unit (a bureau established for Social Investigation purposes by the WPA)?

There can be no doubt that the inclusion of these men will reflect with credit on the WPA. Men who rank in the top 10% (2,500 of 25,000) would not let the work fall by the wayside, but would work for its betterment.

**THREE ELIGIBLES.**

### Keep Up Battle

Sir: Your recent editorials and cartoon against the threatened suspension of increments show that you certainly meant

it when you said that you would battle for the interests of the Civil Service employee. We need the intelligent support of voices such as yours. Keep it raised!

**JAMES McDONOUGH.**

### Merit System

Sirs: It was gratifying to note the editorial in the Civil Service Leader supporting the budget requests of the Municipal Civil Service Commission for the coming fiscal year. It reflects a genuine interest, on your part, in the advancement of the merit system.

To the average taxpayer, we say: Invest in the merit system; it pays dividends in the form of more efficient service to the public, and by eliminating waste and corruption from government.

To the average Civil Service job seeker, we say: Prevent delays in the holding and making of examinations, in the publication of lists, and in the certification by supporting the Commission's request for badly needed funds.

**MICHAEL KLEIN, Chairman,**  
 Budget Committee, Local 176, State, County and Municipal Workers of America.

This column is offered to readers who have legitimate complaints to make about their jobs, salaries, working conditions, etc. Only initials are used with letters.



## complaint corner

### Lack of Consideration

I would like to protest the custom now in force at the Central Nurses Residence on Welfare Island. The women employees start work at a rather early hour—7:30 a.m. As most of these women who work as Housekeepers are mothers and wives who have families to attend to, it is not improbable that they are sometimes late in reporting for work. Nevertheless, they must accomplish the same amount of work as they ordinarily would have to.

In addition to this, when the time lost accumulates to two hours, they are obliged to work overtime in the infirmary washing dishes and serving suppers. This keeps them working 10 hours at a stretch. Naturally they are not home to prepare supper and attend to their families. Although the women have protested and asked that the money be deducted from their pay—a matter of about 50 cents, their protests were ignored.

This custom is benefiting nobody and should be abolished at once. If

time is lost—let it be deducted from their meagre salaries.

**ANNOYED.**

### Sweatshop

It seems the Department of Hospitals' employees are the least recognized as being in the Civil Service and in receiving a living wage.

In the Department of Welfare, laundry workers are appointed at \$1,080 per year with maintenance, while in the Department of Hospitals, laundry workers are appointed at \$780 per year without maintenance.

Why this discrimination among city employees doing the same work? Aren't we subject to all kinds of contagious diseases which can be contracted in a laundry—especially in a hospital laundry?

Is this what is called justice in the merit system? Persons working five years and more and giving their faithful services are receiving less than persons recently appointed although these people are not experienced in laundry work.

**THE HOSPITAL LAUNDRY WORKERS OF THE CITY OF NEW YORK.**

# Question, Please?

This department of information is conducted as a free LEADER service for Civil Service employees, for eligibles, for all who desire to enter the Service. Address your questions to Questions, Please? The Civil Service Leader, 97 Duane St., New York City. If space does not allow printing your answer, you will receive a reply by mail. Therefore, state your name and address. Questions for this column receive thorough analysis from a noted Civil Service authority

**H. Eliot Kaplan**  
Contributing Editor

**E. J.**—The Hatch Act prohibits federal Civil Service employees from engaging in political activity, but it does not, in most cases, apply to State or city employees. The law, however, is not designed to prevent a person from joining a discussion of a controversial subject by a non-political group for entertainment or cultural purposes. Judging from the attitude of governmental agencies, including the U. S. Civil Service Commission, only partisan political activity will really be banned. Employees cannot actively participate in partisan opposition against a candidate for office, or engage in a campaign or serve on a political committee.

**Citizenship**  
**A. H.**—You must present your father's original citizenship papers, if you claim citizenship through your father's naturalization. If it is impossible for you to obtain the original citizenship certificate, you may submit other evidence of citizenship. The law, however, does not permit anyone to make photostatic or any other copies of naturalization or citizenship papers.

day longer than other employees, your group should get some extra service credit. Why not bring the matter to the attention of your department head?

**Jr. Accountant**  
**A. G.**—There is no way of telling how many eligibles will be appointed from the Junior Accountant promotion list, but it undoubtedly will be active during the next two years.

**Leaves of Absence**  
**D. B.**—A department may grant a leave of absence to an employee who wishes to serve a law clerkship or take a job as teacher-in-training. However, such leaves are not a matter of right to an employee. They are granted entirely in the discretion of the department.

**Salary Raises**  
**R. A.**—Unfortunately you aren't entitled to any salary increments under the McCarthy Law, because it does not apply to laborers.

**Promotion Test**  
**C. A. H.**—If your group wants to ask for a departmental promotion test, you can apply to the Civil Service Commission. No particular formality is required. You can apply directly to the commission, but a better procedure would be to first request your department to ask the commission to hold the test.

**Pension Payments**  
**J. L.**—(1) Your pension deductions are determined by your age when you enter the service, the classification within which your job falls for

age of retirement, and the option you select under the retirement law. This is all fixed by law, and no sleight-of-hand is used to figure payments.  
(2) Laborers sometimes can take promotion tests for minor clerical jobs and positions in the semi-skilled trades.  
(3) After labor class jobs are transferred to the competitive class, the existing eligible lists will not be used to fill vacancies in the competitive class. The lists, however, are not cancelled in most cases, but are used to fill other labor class jobs.

**What to Join**  
**F. L.**—This department cannot tell you which Civil Service employee group it would be best for you to join. As you know, there are a number of them; you should ask other employees in your department which organization would best serve your interests.

**Lyons Law**  
**P. F. G.**—Because the Board of Transportation is not a city department by law, employees of the I.R.T. and B.M.T. will not come under the provisions of the Lyons residence law after unification.

**Veterans**  
**L. E.**—The veterans holding provisional jobs in the Veterans Division of the Welfare Department are retained under a court order which stays the Department or the Municipal Civil Service Commission from dismissing them. This stay remains in effect pending the outcome of a Court of Appeals decision on their right to remain permanently in the Welfare jobs. The case will probably be decided next week.

**Accountant, Grade 2**  
**A. G.**—The competitive test for Accountant, Grade 2 (city) produced 1,600 eligibles. About 125 were appointed. The commission held a later promotion test and this prevented any further appointments from the competitive list. However, the latter list will probably be used for Grade 1 jobs, or for bookkeeping positions, Grades 1 and 2, when the present lists for these expire.

**Delinquency**  
**E. M. F.**—You shouldn't worry about the juvenile delinquency which you describe in your letter. Both the Municipal Civil Service Commission and the Police Department are tolerant in such cases. I would not hesitate to take tests for the Police or Fire Departments.

**Service Credit**  
**M. G.**—If 15 of the 30 Clerks in your department have been assigned to work as Borough Inspectors rather than Clerks, Grade 2, and if they are working an hour a

Don't want it repeated?...Let Box 100, Civil Service Leader, 97 Duane St., N.Y.C. in on it.



**Bronx Fol-de-Rol**  
**A Bronx family is keeping its fingers crossed, waiting for the City Marshal appointments... Dad, who is a Marshal today, didn't take the test... But Junior did—and made the list... The family hopes that either one gets the job... or both... H. Eliot Kaplan is**

stepping on Beatrice Fairfax's toes... Many a sweet lass asks whether she should marry an eligible living on the hopes of an early appointment.

Life may begin at 40, but not when you're in the market for a federal Civil Service job... The State Legislature has urged Congress to do something about the age limits on exams of the U.S. Commission... Albany was visited last week by the heads of the four Sanitation Dept. organizations... who are sounding out Capital sentiment on the prospect of exempting their men from the terms of the Babcock-Seelye pension bills... Mayor LaGuardia orates on "Careers in the Public Service" next Monday at 6:30 p.m. over WNYC... It seems that the change in administration of the Attendant-Messenger Eligibles Assn. is already working... The progressive

leadership of Abe Walcer saw the list certified for two jobs this week... Mayor La Guardia was none too overjoyed at the pension stand of the Patrolman eligibles...

**Versatile Auto**  
**Fireman LaGuardia totes a fire extinguisher around with him in his Chrysler along with (take a deep breath) a collapsible desk, typewriter, air-conditioning ventilators, short-wave radio set, telephone, clock, three spotlights... not to speak of compartments in the seats for filing letters, six pipes, a slide rule, harmonica, and two city directories.**

Budget Director Ken Dayton, the lad who pares down requests of department heads, practices what he preaches... he asks for \$308,802 this year for the Bureau of the Budget... a decrease of \$5,672... In-service training was vindicated when the Junior Assessor promotion list appeared... 77 percent of the clerical workers who studied at Tax Dept. courses passed... as against 25 percent of those who didn't show up... The Merit Extension Commission, scheduled to report to the Legislature on Feb. 15, now wants to wait until March 15... Assemblyman Fite, chairman, has asked it in a bill at Albany...



"OFFICER, DO YOUR DUTY!"

## ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN  
WASHINGTON, Feb. 12.—Mutterings of dissatisfaction with the Federal Civil Service Commission's technique of examining applicants to top professional positions were spoken out loud last week in the official publication of the Society for Personnel Administration.

*Crux of the complaint, widely heard among operating departments, is that the Commission has relied too heavily on the theory that any examiner competent in examining technique needed only a little study of the subject at hand to select applicants to all sorts of technical and professional jobs.*

**Examining Professionals**  
In sharp divergence from this point of view, Morris A. Copeland, executive secretary of the Central Statistical Board, wrote in *Personnel Administration* that a professional man can be competently examined only by a committee of his professional peers.

No matter how competent he may be in personnel administration, wrote Copeland, a layman cannot be expected to judge the professional qualifications of a lawyer, a scientist, an economist, a statistician. Although Copeland made no unfriendly references to the Commission, but, indeed, complimented it on its progress in examining practice in recent years, he left no doubt that the present system was inadequate.

**Highbrow Panels**  
As a solution, Copeland recommended that panels of professional men, already in the Government, be established to lend the Commission aid in drafting, holding and grading examinations. He suggested permanent panels of scientists and professional experts in every major technical field. The members of the panels, he recommended, should serve the Commission on a part-time basis.

**Off'n On the Record:** As this column forecast, budget cuts have hit the field forces harder than the staffs of the same agencies in Washington. And every day, by action of Congress, the cuts are getting deeper and deeper. From some unexplained cause, injuries among Federal workers have been increasing, the U. S. Employees Compensation Commission reported. Most of the injuries, and the increases in injuries, have been in the Post Office Department.

The two largest Federal employees unions, the National Federation of Federal Employees and the American Federation of Government Employees, are feuding in the District Court here. The latter union is suing the former for \$100,000 libel damages. The suit was brought three years ago, when the N.F.F.E. house organ had a nasty editorial about the A.F.G.E. The case has just come to trial and a decision is expected this week.

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# SCHOOL NEWS

## Tough Tests Twit Teachers

Presuming that teaching examinations have, in the past, devoted too much attention to special subjects rather than the general field of knowledge, Dr. William A. Hannig, chairman of the Board of Examiners, announced that an experimental examination for General Science teachers in junior high schools will be broadened in scope.

If this test proves successful, the plan may be adopted for other teaching license tests to be given in 1940.

Filing for the examination will close Thursday, Feb. 15, and the test will be given in March.

"This is an experiment, and we shall of course proceed cautiously," Dr. Hannig said, in explaining the new policy. He explained that "gross ignorance" in fields other than the subject for which the license is to be granted should count against a candidate.

Another reason given by Dr. Han-

nig for the new-type test is that New York City teachers may, in the future, be called on to teach subjects in addition to those for which they are licensed. This practice is followed by other cities.

Mrs. Johanna M. Lindlof, chairman of the committee on instructional affairs for the Board of Education, was wary of the plan, though she favored it generally.

"Such a test," she said, "should be absolutely fair, and should not be used for the purpose of eliminating candidates. A teacher can't be expected to know everything."

### Child Care

Dr. Elizabeth Listwood speaks on "The General Care of the Child" Wednesday night at a membership meeting of the Parents Assn. of P. S. 225, Brooklyn, on Ocean View Ave. between 12th and 13th Sts. Evelyn Kaplow will be assisted by her pupils in a song recital.

# Albany Up in Arms Over Bill to Move Workers to Manhattan

By MORTON YARMON

Is or is not Albany the capital of New York State?

Any schoolboy will tell you that Albany is the capital. Why, the Capitol Building is right there at the top of State St., and the Executive Mansion of the Governor is right next door. But the Albany Chamber of Commerce nevertheless is beginning to doubt it.

Latest reason for its doubt is a bill introduced into the State Legislature last week by Assemblyman Malcolm Wilson, Westchester Republican. It seeks to move the main offices of the Division of Placement and Unemployment Insurance to N. Y. City.

### 'Capital in Fact'

The Chamber of Commerce has just announced formation of a "Capital in Fact" committee. Heading the body is William E. Fitzsimmons, former chamber president; three years ago he headed a similar committee when a previous move was afoot to bring the DPUI down to New York. Other members are chamber director Edward J. Riley and Albany Co. Republican chairman Kenneth S. MacAffer.

Chamber president James F. Ronin stated that it's all part of a larger matter: solving in a permanent way the problem of housing State offices in Albany. He promises to appeal to Governor Lehman and legislative leaders and recalls a bill two years ago which was to establish a planning commission to survey the housing needs of the State.

Said Ronin: "We have had a pro-

cession of such bills. We may as well look at the problem fairly. Until bureaus in Albany are housed under one roof we are likely to have to continue this battle."

### Facts and Figures

Those in favor of the Wilson bill have some facts and figures on their side. Of the 3,500 persons employed by the DPUI, about 2,000 are working in Albany. At the same time, 65 percent of the employees of the State and 75 percent of the employers are in New York City. That means, they point out, that a large majority of the Division's business deals with New York City.

There's an economy slant to it, too. The Albany offices of the Division are scattered over six locations. Many leases will be up in two years. The Port of New York Authority Building, 111 Eighth Ave., has offered the Division space all on a single floor, at a bargain, and wants all the offices to move in in 1942. Traveling expenses, too, will be saved.

Albany people, known as Albanians, have sentiment on their side. Though the respective populations are, Albany, 131,325; New York City, 7,294,894, Albany has been the capital of the State since the memory of man runneth not to the contrary.

### End Fees?

Since the Fall, candidates for State Civil Service exams have been paying fees, under the terms of a law passed last year. The charge is one-tenth of one per cent of the minimum advertised salary.

In this, it followed a policy already in force by the N.Y.C. Municipal Civil Service Commission, and has been followed by other cities throughout the State. The federal government makes no charge to prospective Civil servants.

The theory on which fees are charged is that they help defray the expenses of holding exams.

Last week State Senator John T. McCall, New York City Democrat, introduced a bill calling for a return to the old non-fee policy.

### Public

Public hearings on the proposal of the New York City Civil Service Commission to reclassify various titles in the engineering and architectural service will be held Friday, Feb. 16, at 11 a.m. by the State Civil Service Commission at the State Office Building, 80 Centre St.

### These People Have Passed State Exams

**SENIOR FILE CLERK**, prom. 1189, Albany office (\$1,800-\$2,400). Test given Dec. 9, 1939, established Jan. 29, 1940.

1, Anna Neary, 87.54; 2, Marcia A. Devine, 87.08; 3, Elizabeth W. Wells, 85.38; 4, Josephine P. Kent, 83.86; 5, Jeanette S. Tabacco, 80.75; 6, Elsie A. Colfer, 80.27; 7, Mary Massad, 79.36; 8, Margaret D. Holt, 77.89.

Passed—8; Failed—0; Absent—0; Rejected—0; Total—8; Provisionals—0.

**DORMITORY CLERK**, o.c. 89, Onondaga Co. (\$1,300). Test given July 29, 1939, established Jan. 29, 1940.

1, Henry Hellman, 85.20; 2, Charles K. Carter, 81.00; 3, Susan M. Storms, 80.20.

Passed—3; Failed—0; Absent—0; Rejected—3; Total—6; Provisionals—0.

**CHIEF, POLICE DEPT.**, prom. 1175, Village of Briarcliff Manor, Westchester Co. (\$2,350). Test given Dec. 9, 1939, established Jan. 29, 1940.

1, Arthur W. Johnson (prov.), 88.83.

**IDENTIFICATION ANALYST**, prom. 1226, Division of Identification and Statistics, Dept. of Correction, Albany office (\$2,400-\$3,000). Test given Jan. 20, 1940, list established Jan. 29, 1940.

1, Margaret C. Toohar, 90.63 (Albany); 2, Paul D. McCann (prov.), 87.07 (Albany); 3, Margaret Rocco, 85.41 (Rensselaer).

**ASSISTANT DIRECTOR OF PUBLIC HEALTH NURSING**, prom. 1131, Dept. of Health, Westchester Co. (\$2,400-\$2,760). Test given Oct. 7, 1939, list established Jan. 29, 1940.

1, Sybil B. Bellos (prov.), 86.04.

**RESOURCE ADJUSTER**, o.c. 81, Onondaga Co. (\$1,430). Test given July 29, 1939, list established Jan. 29, 1940.

1, Anna F. Keck, 90.13; 2, John S. Murray, 87.50.

**JUNIOR COMPENSATION CLAIMS INVESTIGATOR**, prom. 1164, State Insurance Fund, Buffalo office (\$1,400-\$1,900). Test given Dec. 9, 1939, list established Jan. 29, 1940.

1, Alexander A. Wysocki (Erie), 80.27.

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# Examination Requirements



## College Clerk Among City Tests Now Open

### OPEN CLERK, GRADE 2

(Board of Higher Education) (\$1,200 to \$1,800.) Fee, \$1. File by Feb. 27. The eligible list may be used for appropriate jobs at lower salaries.

**Duties**  
To serve as secretary of a department, or group of departments, in a college; take dictation and prepare typewritten transcripts; assist the chairman in the administration of the department; answer routine inquiries of students in regard to the work of the department; to perform, in a registrar's office or a business office of a college, clerical tasks involving some degree of responsibility; keep records of a confidential nature.

**Requirements**  
A college degree. Students who will be graduated in June, 1940, are eligible.

**Weights**  
Written, 10.

**Qualifying Tests**  
As vacancies occur, qualifying exams will be given to eligibles, as follows:

A qualifying oral test will be given to all candidates before certification. This will be designed to appraise such factors as speech, manner, and judgment, required in daily contact with students in a public institution of higher education.

For certification to positions of departmental secretary and others involving stenography and typing, a further qualifying exam will be given. Appropriate material will be dictated for five minutes at the rate of 120 words a minute, and 30 minutes will be allowed for transcription of the notes. Stenotype machines will be permitted.

### ACCOMPANIST

(\$1,800-\$2,400). One vacancy at WNYC. Fee, \$1. File by Feb. 27.

**Duties**  
To accompany radio artists on the piano at auditions and on the air; act as soloist and standby pianist; assist in arranging music for dramatization.

**Requirements**  
Five years' experience as an accompanist in the concert, stage or radio fields. A piano diploma from a music school will be accepted in lieu of two years' experience. Additional credit will be given for ability to play the pipe organ or similar instruments.

**Weights**  
Written, 3; practical, 5; training,

experience and personal qualifications, 2.

### ADMINISTRATIVE ASST.

Dept. of Welfare. (\$4,000 to \$5,000.) Fee, \$4. File by Feb. 20. This is a reannouncement from a former series. Those who filed last Fall do not have to apply again.

Separate lists will be established for Administrative Management and Procedures, Fiscal Management, Public Relations, and Staff Relations.

**Duties**  
To assist in the administration of a bureau or division of the Dept. of Welfare; plan and be responsible for the administrative work; represent the bureau in inter-departmental relationships; aid the commissioner and his deputies in the development of departmental policies and procedures.

**Requirements**  
Candidates must have: a bachelor's degree, or equivalent training; four years' responsible work experience in a governmental agency or a large business or industrial organization in positions requiring administrative ability such as that of a secretary of a governmental agency, office manager or similar positions. Credit will be given for graduate study in the fields of public administration, business administration, and accounting, management, social work, etc. But at least two years' administrative experience will be required in all cases.

All city employees in the competitive class earning not less than \$3,000, who have three years' service, are eligible.

**Weights**  
Written, 3; training, experience and personal qualifications, 7.

### COURT STENOGRAPHER

This list will be certified for all grades of Reporting Stenographer. At the same time that the competitive exam is given, a departmental promotion exam will also be held. Those who become eligible after the promotion test will be given jobs first.

(Salary: Usually \$2,400. However, appointments to positions as Reporting Stenographer, Grade 3, will be made at salaries ranging from \$1,800 to \$2,400.) File by Feb. 27. Fee, \$3.

**Duties**  
To report and transcribe testimony given in court, at meetings, investigations and public hearings of city departments or officials, and to do other stenographic and typewriting work.

**Requirements**  
Senior high school education or the equivalent. Stenotype machines will be permitted, but the



use of such machines must be indicated on the application. Candidates must furnish their notebooks, pen, ink, and typewriters.

**Weights**  
Written, 2; practical, 8.

**Practical Test**  
A passage of 750 words will be dictated at the rate of 150 words a minute, but will not be transcribed. The transcription exercises will consist of: 1) an opening of 150 words per minute for three minutes (one voice); 2) testimony of 175 words per minute for five minutes (four voices); 3) testimony of 200 words a minute for three minutes (four voices); charge of 175 words a minute for five minutes (one voice).

Candidates will have to transcribe from their notes at the rate of 25 words a minute.

### DISTRICT HEALTH OFFICER

This exam is open to any U. S. citizen, and the New York City residence requirements are waived. In announcing the test, the commission points out that there are not enough qualified persons in the city to fill the vacancies which will occur.

(\$4,750). Fee \$4. File from Feb. 8 to March 21.

**Duties**  
Administrative charge of the activities of the Health Dept. in a health district of about 250,000 population; planning and directing the Health Dept. program in the district, including health education, school hygiene, public health nursing, maternity, and child hygiene; supervising activities for the control over venereal disease, tuberculosis, and acute contagion, and all other phases of public health work in a community of this size; promoting cooperative relations between the Health Dept. and the medical profession, dental profession, and private health and welfare agencies.

**Requirements**  
An M. D. degree and one or more years of graduate training in a public health institute with an advanced degree in public health. In addition, at least two years' experience as a health officer, or three years' experience in a responsible administrative position in public health of the type which will equip them to be health officers.

**Weights**  
Written, 3; training, experience and personal qualification, 4; technical-oral, 3.

### DRILLER

(\$1,800). Age limit: 50. Fee \$1. File by Feb. 27.

**Duties**  
To operate diamond drill outfits for the purpose of investigating sub-aqueous and sub-surface conditions to determine what kind of foundation may be required; blast when required; and related work.

**Requirements**  
A blaster's license at the time of certification. The exam will involve test borings in deep holes for the investigation of subsoil conditions for foundation work and river and harbor work.

**Weights**  
Written, 3; practical, 5; physical, 2.

### JUNIOR ADMINISTRATIVE ASSISTANT (Dept. of Welfare)

Separate lists will be established for administrative management and procedures, fiscal management, public relations and staff relations. This exam is being re-announced from a previous series; those who filed before need not file again.

(\$3,000-\$4,000.) Fee \$3. File by Feb. 20.

**Duties**  
To assist in the administration of a division of the Dept. of Wel-

## How to Apply for Tests

U. S. citizens may apply to take exams during the period when applications are being received.

Promotions tests are open only to those already in service.

For further information and application blanks, write or apply in person to the following offices:

- City jobs—96 Duane St., West of Broadway.
  - State jobs—Room 576, 80 Centre St., corner Worth St.
  - Federal jobs—641 Washington St., corner Christopher St.
- Fees are charged for City and State exams, but not for Federal exams.

Applicants for City jobs must have been residents of the City for three years at time of appointment. This does not apply to jobs in the Board of Higher Education, Board of Transportation, Board of Water Supply, Education Dept., Municipal Civil Service Commission, N. Y. C. Housing Authority, N. Y. C. Parkway Authority, N. Y. C. Tunnel Authority, and Triborough Bridge Authority. U. S. citizens may apply for positions in these departments, but must become residents of the State before receiving appointment.

fare; be responsible for administrative details work; represent the division in inter-office relationships; aid the administrative assistant in the development of divisional policies and procedures and act for him in his absence.

**Requirements**  
A bachelor's degree and two years of progressively responsible work within the past five in a governmental agency or in a large business or industrial organization, in positions requiring supervisory ability such as office manager or positions of a similar nature, or a satisfactory equivalent combination of education and experience.

All competitive city employees who earn more than \$2,400 and who have served three years will be eligible for this exam, regardless of their education or experience. Credit will also be given for graduate study in the fields of public administration, business administration and accounting, management, social work, and related fields, but at least one year's supervisory experience will be required.

To be eligible to compete in the specialties—fiscal management, public relations, staff relations—candidates must have had the two years experience specified or its administrative equivalent in the specialty selected. Graduate study may be substituted for one year of such experience.

**Weights**  
Written, 5; training, experience and personal qualifications, 5.

### MARINE STOKER (Fire Dept.)

(\$7 a day.) 10 vacancies. Age limit: 40. Fee, \$2. File by Feb. 27.

**Duties**  
To maintain the proper pressure under oil burning or coal

burning boilers, and, when necessary, to do such cleaning and painting work as is required to keep the boilers and boiler room and bilges in proper condition; to see that the proper quantity of water is pumped into the boilers and that the proper amount of fuel is stored in coal bunkers and oil tanks.

(Continued on Page 8)

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**Index TO EXAMS**  
**CITY**

<b>Competitive</b> <i>(Position)</i>	<i>(Deadline)</i>	<i>(Page)</i>
Accompanist	Feb. 27	7
Administrative Assistant	Feb. 20	7
Clerk, Gr. 2 (College Clerk) (Bd. of Higher Education)	Feb. 27	7
Court Stenographer	Feb. 27	7
District Health Officer	Mar. 21	7
Jr. Administrative Assistant	Feb. 20	7
Marine Stoker	Feb. 27	7
Radio Dramatic Assistant	Feb. 27	8
Senior Accountant	Feb. 27	8
Stenographer (Law), Gr. 2	Feb. 27	8
<b>Promotion</b>		
Court Stenographer (City Wide)	Feb. 27	8
Pharmacist	Feb. 28	8
Pipe Caulker	Feb. 28	8
Resident Physician, Gr. 3 (Dept. of Correction)	Feb. 28	8
Stationary Engineer (City Wide)	Feb. 20	8
Steamfitter (City Wide)	Feb. 28	13
Supervisor, Gr. 3	Feb. 20	13
<b>Trade License</b>		
License to Install Oil-Burning Equipment (License A and B)	Feb. 28	13

**STATE**

<b>Competitive Unwritten</b>		
Foreman (Bureau of Pest Control)	Mar. 1	13
Foreman (Shoe Manufacturing Dept.)	Mar. 1	13
Senior Tuberculosis Hospital Physician (Surgery)	Mar. 1	13
Senior Tuberculosis Roentgenologist	Mar. 1	13

**COUNTY**

**Albany County**

<b>Competitive Unwritten</b>		
Overseer	Mar. 1	13

**Kings County (Open to Five Boroughs)**

<b>Competitive</b>		
Chief Probation Officer	Mar. 9	13

**Nassau County**

<b>Competitive</b>		
Director, Division of Sanitation	Feb. 23	14
Director, Public Health Nursing	Feb. 23	14
Epidemiologist	Feb. 23	14
Junior Sanitarian Engineer	Feb. 23	14
Milk Sanitarian	Feb. 23	14
Public Health Nurse	Feb. 23	14
Sanitary Inspector	Feb. 23	14

**FEDERAL**

<b>Competitive</b>		
Anglesmith, Heavy Fires	Open	15
Anglesmith, Other Fires	Open	15
Associate Inspector, Ordnance Inspector	May 22	14
Blacksmith, Heavy Fires	Open	15
Blacksmith, Other Fires	Open	15
Boatbuilding	Open	15
Boilermaker	Open	15
Chipper and Caulker, Iron	Open	15
Coppersmith	Open	15
Crysallographer	Feb. 26	14
Cutter or Burner	Open	15
Die Sinker	Open	15
Driller, Pneumatic	Open	15
Electrical Mechanic	Feb. 19	14
Flange Turner	Open	15
Frame Bender	Open	15
Holder-On	Open	15
Inspector, Ordnance Material	May 22	14
Junior Graduate Nurse	Open	15
Junior Inspector, Ordnance Material	May 22	14
Loftman	Open	15
Molder	Open	15
Motor Vehicle Dispatcher	Feb. 15	14
Pipecoverer and Insulator	Open	15
Puncher and Shearer	Open	15
Riveter	Open	15
Rivet Heater	Open	15
Sailmaker	Open	15
Saw Filer	Open	15
Senior Inspector, Ordnance Inspector	May 22	14
Sheet Metal Worker	Open	15

**Soldier Boys**

More than 1,600 two-year vacancies in U.S. Army posts in foreign lands were announced this week by Col. L. B. Magruder, recruiting officer for New York, New Jersey, Delaware. Applications, to be filled on "first come—first served basis," should be filed at 39 Whitehall St., N.Y.C. If you want the job, you must be:—

- A citizen between 18 and 35;
- Unmarried and without dependents;
- Able to pass a stiff physical test;
- Of good moral character.

In addition, if you're thinking of entering the Air Corps, Signal Corps, Finance Dept., you must have a high school education or its equivalent.

Skilled jobs will be available to auto mechanics, clerks, typists, painters, bakers, cooks, electricians, plumbers, chauffeurs, warehousemen, etc.

Recruits are scheduled to travel to Panama, Hawaii and the Philippines.

All this is part of the nation's drive to prepare for anything, in these unsettled times, by swelling the army's ranks to 227,000 men.

**CITY SEEKS CANDIDATES FOR RADIO WRITING JOB**

(Continued from Page 7)

**Weights**  
Written, 3; practical, 5; physical, 2.

**Medical and Physical Requirements**  
Dumbbell lift, two hands, 60 to 100 pounds; pectoral squeeze; abdominal muscle lift, 15 to 35 pounds; hand over hand ladder climb; far vision 20/40, both eyes together; otherwise sound health.

**RADIO DRAMATIC ASSISTANT**

(\$1,800 to \$2,400.) Fee, \$1. File by Feb. 27.

**Duties**  
To write radio dramatic scripts; adapt material for radio dramatic presentation; cast and direct radio dramatic performances; under supervision to conduct dramatic auditions.

**Requirements**  
A bachelor's degree; and two years' experience in the work outlined under duties.

**Weights**  
Written, 6; training, experience and personal qualifications, 4.

**SENIOR ACCOUNTANT (Auditor of Housing Construction)**

(\$4,000.) One vacancy in the N. Y. C. Housing Authority. File by Feb. 27. Fee, \$3.

**Duties**  
Supervision of field auditors and bookkeepers; installation of cost control; requisitioning of all advance loans from New York City, New York State Superintendency of Housing and U. S. Housing Authority; preparation of development cost reports; preparation of manual of instructions to general and sub-contractors and field auditors.

**Requirements**  
Not less than 10 years' experience in accounting, five of which must have been full-time experience in building construction cost accounting work on projects equivalent in magnitude to the projects under the control of N.Y.C. Housing Authority, or a satisfactory equivalent. Candidates must be familiar with the requirements for the preparation of requisition for funds to meet the needs of construction contract payments. The Housing Authority is now engaged in the supervision and control of housing projects costing over \$50,000,000.

**Weights**  
Written, 5; training, experience and personal qualifications, 5.

**STENOGRAPHER (LAW), GRADE 2**

(\$1,200 to \$1,800). Appointments expected at \$1,500. File by Feb. 27. Fee, \$1. Vacancies occur from time to time in the Law Dept.

**Duties**  
To take dictation; prepare type-written transcripts; fill out legal forms; and related work.

**Requirements**  
A high school education and three years' experience as a stenographer in a law office, or a satisfactory equivalent. In lieu of experience a college or law school degree will be accepted.

**Weights**  
Written, 5; practical, 5. In the practical test, candidates must be able to take dictation at the rate of 120 words per minute for five minutes and transcribe their notes at the rate of 30 words a minute.

**PROMOTION**

**COURT STENOGRAPHER (City-Wide)**

(Salary: Usually \$2,400, but the list may be certified for jobs as Reporting Stenographer, Grade 3, at a salary of \$1,800-\$2,400). The written test will be held April 27. File by Feb. 27. Fee, \$1.

**Duties**  
To report and transcribe testimony given in court, at meetings, investigations, and public hearings of city departments or offices, and to do such incidental stenographic and typewriting work as may be required.

**Requirements**  
Open to employees who have served for one year in the following services and grades before April 27, 1940, and who are otherwise eligible: Clerical service (grades 2, 3, 4 and 5); legal service (grades 1, 2, 3 and 4); Court Attendants; Interpreters; Court



Officers service (Municipal Court), all grades.  
Candidates must be high school graduates or have equivalent training. Stenotype machines may be used. Candidates must furnish their own note books, pen, ink, etc.

**Weights**

Record and seniority, 5; written, 1; practical, 4. In the practical test, a preliminary passage of 750 words will be dictated at the rate of 150 words a minute, but will not be transcribed. The transcription exercise will consist of the following: 1) an opening of 150 words a minute for three minutes (one voice); 2) testimony of 175 words a minute for five minutes (four voices); testimony of 200 words a minute for three minutes (four voices); charge of 175 words per minute for five minutes (one voice). Candidates must transcribe on the typewriter at the rate of 25 words a minute.

**PHARMACIST (City-Wide)**

(\$1,500-\$2,100). Fee, \$1. File by Feb. 28. The written test will be given March 26.

**Duties**  
Compounding, preserving and dispensing drugs and medicines; manufacturing standard preparations; keeping records of prescriptions filled; performing related work.

**Requirements**  
Open to employees who have served not less than six months as Assistant Pharmacists on the date of the written exam. Candidates must have a New York State license to practice pharmacy. All persons on the preferred list for titles included under eligibility requirements are eligible for the test.

**Weights**  
Record and seniority, 5; written, 5.

**PIPE CAULKER**

Open only to employees in the Dept. of Water Supply. (Salary usually \$7 a day). 11 vacancies at present, others expected. Age limit: 50. Date of the written exam: March 27. Fee, \$2. File by Feb. 28.

**Duties**  
To lay and to caulk cast iron bell and spigot water mains; center and set pipes, elbows, crosses, valves and plugs; yarn, melt, lead and caulk by hand or by pneumatic caulking hammer and tools.

**RESIDENT PHYSICIAN, GRADE 3 (Dept. of Correction)**

Open only to employees of the Dept. of Correction. Certification will also be made from the eligible list to fill vacancies in Grade 2.

(\$2,400-\$3,000). Fee, \$2. File by Feb. 28. Date of written exam: March 26.

**Duties**  
Care and supervision of inmates and patients in the various institutions of the Dept. of Correction.

**Requirements**  
Six months' service as Resident Physician in the Dept. of Correction; license to practice medicine

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Member N.S.R.A.  
Holder Gregg 175-Word Medal  
FEE: \$15 A SEMESTER  
3rd Class: 150-175 — Tues. and Thurs., 7:00-8:15 P.M.  
4th Class: 175-200 — Tues. and Thurs., 8:20-9:35 P.M.  
Instructor: Rudolph Nargi, C. S. R.  
Holder of Gregg 200-Word Medal  
FEE: \$22.50 A SEMESTER  
Spring semester starts Monday, Feb. 13. Enroll at Hunter College, 68th St. and Lexington Ave., 2 to 4 P.M. and 7 to 9:30 P.M., Monday to Thursday. For further information telephone CA. 5-3421.

in New York State at the time of certification.  
**Scope of Exam**  
The written and technical-oral will include the subjects of medicine, surgery, neurology, and genito-urinary diseases, with particular reference to those conditions which are frequently encountered in the hospitals and penal institutions of the Dept. of Correction.

**STATIONARY ENGINEER (City-Wide)**

This exam is being reannounced from a previous series. Those who filed before need not apply again, (\$9 a day). Fee, \$2. File by Feb. 20. Date of written test: March 13. Current vacancies: Three in the Dept. of Sanitation; five in the Dept. of Hospitals; one in the Police Dept.

**Requirements**  
Open to licensed Firemen, Oilers, Water Tenders, Asphalt Steam Roller Engineers, Locomotive Engineers, Crane Engineers (Steam), Pile Driving Engineers, Marine Engineers, Chief Marine Engineers, Marine Oilers, Marine Stokers, Marine Firemen (Oil Burning), Marine Firemen, Inspectors of Boilers, Boiler-makers, Foreman Boilermakers, Steamfitters, Foreman Steamfitters, Junior Mechanical Draftsmen (all sub-titles and all grades), Mechanical

Draftsmen (all sub-titles and all grades), Assistant Mechanical Engineers (all sub-titles and all grades), Electricians, Electricians (Powerhouse); Airport Electricians, Inspectors of Light and Power (all grades); Electrical Inspectors (all grades); Dynamo Engineers, Crane Enginemn (Electric), Junior Electrical Engineers (all sub-titles and all grades); Assistant Electrical Engineers (all sub-titles and all grades); Mechanical Draftsmen (Electric) (all sub-titles and all grades); Electrical Draftsmen (all sub-titles and all grades); Power Maintainers, Power Operators, Assistant Supervisors of Power, Foreman (Power), Power Dispatchers, Relay Maintainers, Car Maintainers, Group E; Coal Passers, Car Maintainers (Electric); Janitors (Custodian); Lift Span Operators, Machinists, Maintainers' Helpers, Groups B and D; Maintenance Men, Mechanical

(Continued on page 13)

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# Civil Service MAGAZINE

CIVIL SERVICE LEADER FEATURE SECTION

## YOUR INCOME TAX PROBLEMS

*Figure, brother, figure! The tax collector will get you if you don't watch out. Here is what every Civil Service worker should know about the whys, the wherefores, and the hows of the taxes he must pay the government on his income.*

By H. Eliot Kaplan

PRIOR to this year civil service employees in the Federal civil service paid a federal income tax, but no state income tax. State and municipal employees, on the other hand, paid state income taxes, but no Federal income taxes. The reason for this was that the courts had long construed the law of the land to forbid any state to tax the income of federal government employees, and the federal government to tax the income of any state or municipal employee.

Last year, however, the United States Supreme Court held in a new test case that the Federal and State governments could tax the incomes of both federal and state employees. Congress passed an enabling act authorizing Uncle Sam to tax state and municipal workers. The New York State Legislature adopted a new law authorizing the state to tax the income of federal em-

ployees residing in New York State.

### Everybody Gets Taxes

Now, if you are a Federal civil service employee residing in New York state, you have to pay income taxes to both the federal government and to the New York State treasury. If you are a state or municipal employee (and that means state, city, county, village, town or any other local government agency) you must also pay both a federal and state income tax.

If you are married and your net income from any source (including your government pay) is \$2,500 per annum (or gross income more than \$5,000 per annum) you must file income tax returns. If you are single and your total net income from all sources (including your government pay) is \$1,000 or more, or your gross income (that means your total income without deductions

allowed under the law for exemptions, etc.) is \$5,000 or more, you must file a tax return.

### Exemptions

Civil Service employees are granted the same exemption and deduction privileges accorded to all other taxpayers, no more and no less. Married men are entitled to a \$2,500 exemption; single men only \$1,000 exemption.

It is estimated that more than 175,000 employees in the federal, state and municipal services within New York State will be required to pay income taxes to both the federal and state governments. Income tax payments will be required for the year 1940, based on income of 1939 only.

The federal normal tax (which is the category in which practically all civil service employees will fall) amounts to four per cent (up to \$4,000 of net in-

come after all deductions and exemptions allowed for dependents, etc.). A civil service employee who receives a salary of \$2,500 will pay nothing if he is married, and \$60 if he is single. A \$5,000 employee will pay Uncle Sam \$100 if he is married and has no children; a single fellow will pay \$160.

The State normal tax is graduated, beginning with two per cent on the first \$1,000, three percent on the second and third thousand dollars of net income. He must also pay one per cent more for emergency tax on his entire net income. A civil service employee with a salary of \$2,500 must pay to the state \$50 if he is single but nothing if he is married. A \$5,000 employee, if single, must pay \$160, while a married man would pay \$90. (These calculations include personal exemptions, but not deductions allowed by law.)

Figure, brother, figure!

## WHEN IS A PROMOTION NOT A PROMOTION?

*Only in Civil Service Can It Happen . . . You May Be Promoted Downward; You May Be All Set for a Salary Increase and Get a Reduced Pay Check; You May Come Out on Top of a List and Lose Your Precious Job.*

By Donald MacDougal

LARRY JONES entered the city service as a clerk, grade 1, about four years ago. He was on the eligible list for clerk, grade 2, originally after he had passed the competitive examination for a \$1,200 position. The budget director allowed only \$900 for the clerical job. Larry had to take it or leave it. Out of work, he was glad to take it. He accepted the \$900 place in the Finance Department. Sure, Larry's name remained on the list for grade 2 appointment—if any such appointment would come along. None came. The

list expired. Larry remained a grade 1 clerk.

Two weeks after the list expired a vacancy occurred in his department. It was a grade 2 job. Here was Larry's long-awaited chance. But, shucks, the Civil Service Commission says nothing doing. Larry can't have the higher salary; he is only a grade 1 clerk. "But I qualified for grade 2 and was on the eligible list for grade 2," vehemently declares Larry, "and what's more, I have actually been performing the duties of a clerk, grade 2, anyway." But the Commission refuses to allow it. Larry can't get it until he has passed a pro-

motion examination for grade 2 clerk and is reachable for appointment. In the meantime, a provisional appointee gets the new \$1,200 job. Larry sees red!

Larry passes the grade 2 promotion test. He's first on the list, too. Hooray! Larry got the \$1,200 salary, and is a grade 2 clerk at last. But wait! Something happens. One of the grade 2 clerkships in Larry's department is dropped from the budget. Larry, being the last one appointed, is dropped back to \$900—a clerk, grade 1, position again. Sure, Larry goes on a preferred list for clerk, grade 2, and waits for a reinstatement. A year later Larry is lucky and gets a reinstatement to clerk, grade 2, salary \$1,500. What a break!

Larry takes heart. He just passed the test for promotion to junior administrator. Maybe he's going to get a job at \$1,800, maybe \$2,000. Larry waits patiently for that notice of appointment to the higher job. He gets it. But it's for a position that pays only \$1,420. "Sorry, but that's all the Budget Director allows just now," explains the department head, "but at least you have a promotion to a job with better chance for salary increases and promotion opportunities in the future."

Larry's body was found in the East River, floating away from the Municipal Building. He had a promotion notice clutched in his hand.

## CIVIL EMPLOYEES CHOOSE ROOSEVELT

FRANKLIN D. ROOSEVELT is a two-to-one choice over Thomas E. Dewey for the Presidency in November, in the political minds of New York State's Civil Service employees.

This is the most significant fact revealed by the Civil Service Leader after polling a large portion of the 300,000 Federal, State and city workers in the State. Thirty percent of the votes cast went to Roosevelt, while 15 percent selected Dewey.

Senator Arthur H. Vandenberg, Michigan Republican, follows with 7.9 percent. Three Democrats are close on his heels. They are Vice-President Garner, 7.1 percent, and Postmaster General Farley and Secretary of State Hull, both of whom tied at 6.4 percent.

Two other New Yorkers figure prominently in the balloting. Mayor Fiorello H. La Guardia captured 5.8 percent of the votes, and Congressman Bruce Barton took 3.2 percent.

The balloting:

	Percent
Franklin D. Roosevelt.....	30.0
Thomas E. Dewey.....	15.0
Arthur H. Vandenberg.....	7.9
John Nance Garner.....	7.1
James A. Farley.....	6.4
Cordell Hull.....	6.4
Fiorello H. La Guardia.....	5.8
Robert A. Taft.....	4.5
Paul V. McNutt.....	4.3
Bruce Barton.....	3.2
Scattering.....	9.4

William E. Borah  
William O. Douglas  
Sheridan Downey  
Hamilton Fish  
Herbert Hoover  
Harold I. Ickes  
Hugh S. Johnson  
Charles A. Lindbergh  
Frank Murphy  
Gerald Nye  
Alfred E. Smith  
Lloyd C. Stark  
James A. Wadsworth

## Who's New York's Handsomest Cop?

Cops are usually considered tough, hard-boiled—anything but handsome. The Leader doesn't agree. We feel that the men now on the force are a distinctly superior breed. Not only are they good cops, but they stand up very well when it comes to looks.

Who's the best-looking of them all? Beginning this week, the Civil Service Leader is going to search in the station houses, on the street corners, along distant beats—until we find the handsomest cop in New York.

We want your help. Please send in photos. Every precinct ought to decide on its Adonis, and send us his picture—or give us a phone call, and we'll send a Leader photographer over.

If you know a good-looking but modest cop, give us a tip—and we'll get after him.

Judges in this contest will be a number of nationally-known actresses. Names to be announced in the next issue. There'll be a prize, too, for the cop who makes the grade.

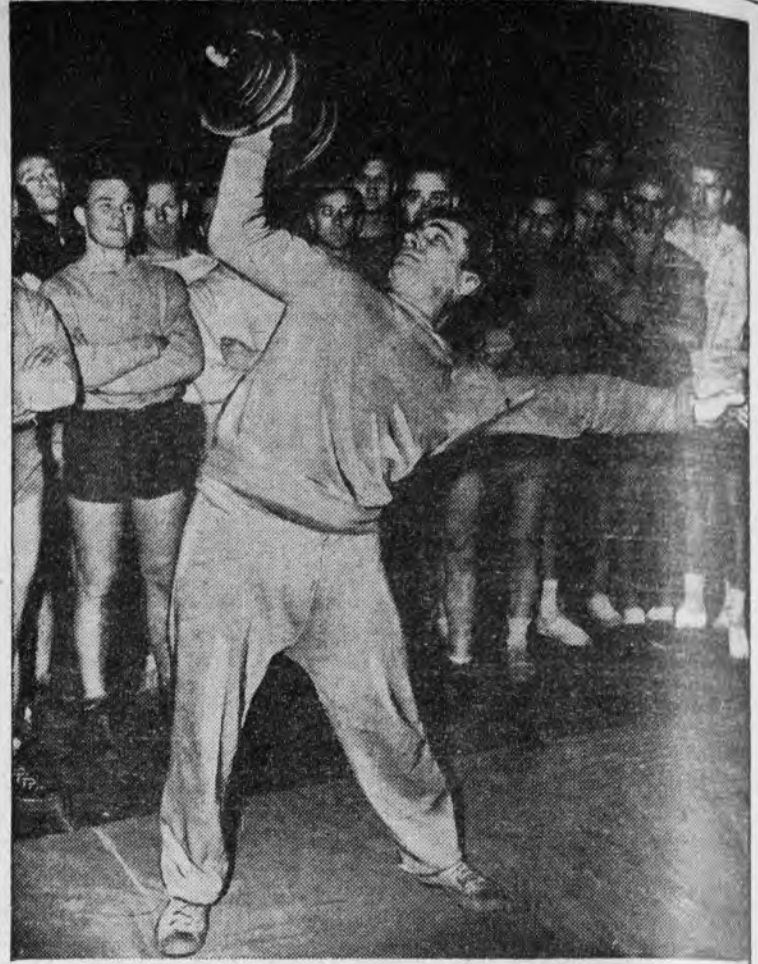
To get the complete low-down, see next week's Leader.

Meanwhile, help us find New York's handsomest cop!

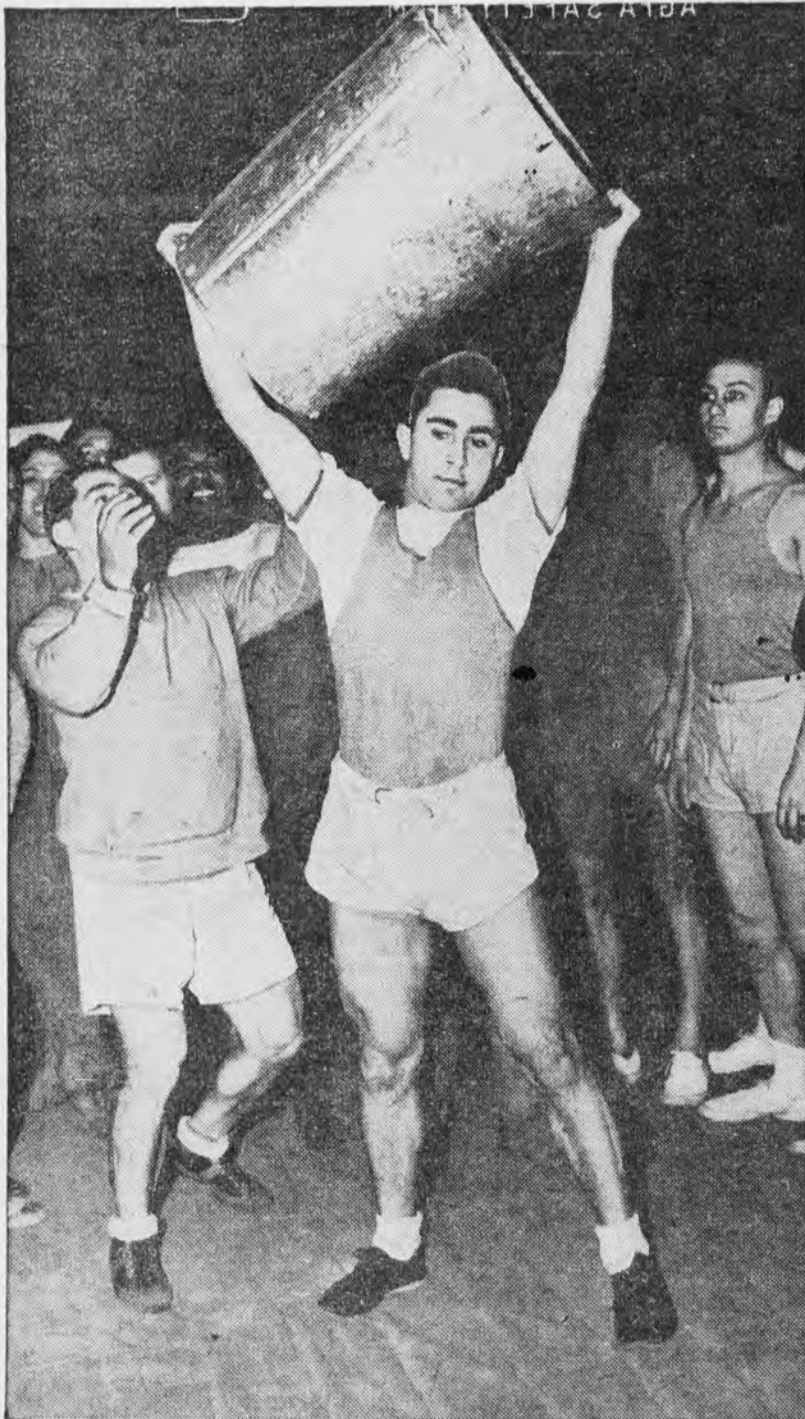
# Physical Tests for Sanitation Men

A LEADER Picture-Feature

Selecting a small number of men from 87,000 applicants for jobs in the Department of Sanitation posed a difficult problem for the Civil Service Commission. Prof. Francis Patrick Wall, famed authority in physical education, was called in for consultation. With 30 "typical" men he set to work experimenting on the best kind of physical exam to give the highest type of sanitation worker. He worked out a set of sample tests. The Leader presents the first pictures of these sample tests, which are like the actual tests as they will be given this Spring to prospects for the job.



**1** 87,000 NEW YORKERS applied for the job of keeping the city clean. Of these, approximately 3,000 will make the eligible list, and about 2,500 will get jobs over a four-year period. For the first time in the city's history, the job for Sanitation Man has been made competitive. And to obtain the best men, a group of physical tests were devised by New York University's Prof. Francis P. Wall. Above is a test to determine strength. To rate a perfect score, the candidate must lift with each arm a weight of 80 lbs. In the recent police examination, 75 lbs. in one hand, 60 lbs. in the other, gave the candidate 100 per cent.

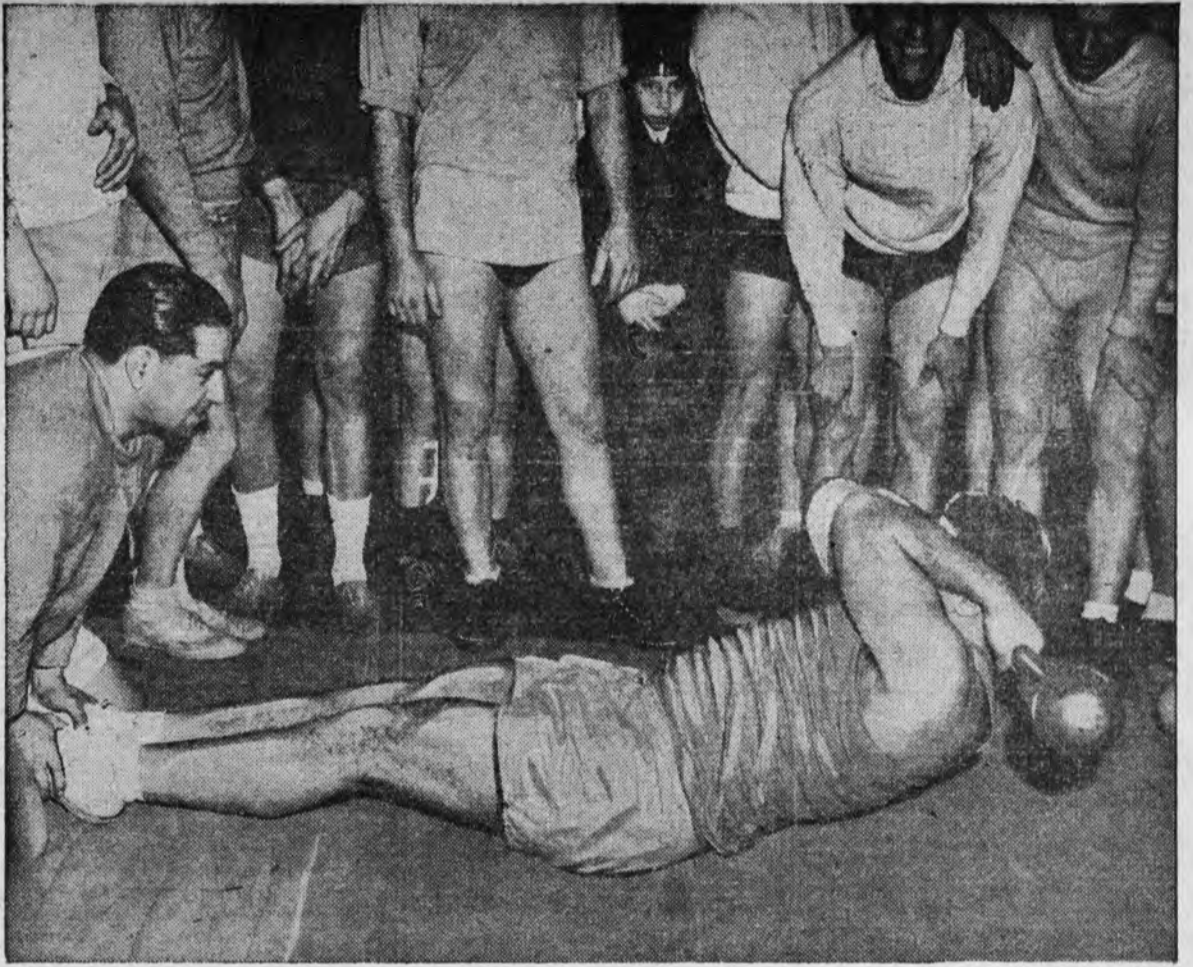


**3** STILL A THIRD TEST of strength is this one—lifting a 120-lb. barrel with its bottom over the shoulder. In the ordinary rounds of his job, it happens very rarely that a man is required to lift such a weight by himself. But to the examiners he must show his ability to do it before they will certify him as of sufficient strength to hold down the job. In the preliminary test held by Prof. Wall at the 105th Field Artillery in the Bronx, almost all the men did well on this feat. They were a group selected from the physical education department of New York University and from the Sanitation Department. The Sanitation men had worked with Prof. Wall over a period of seven weeks.



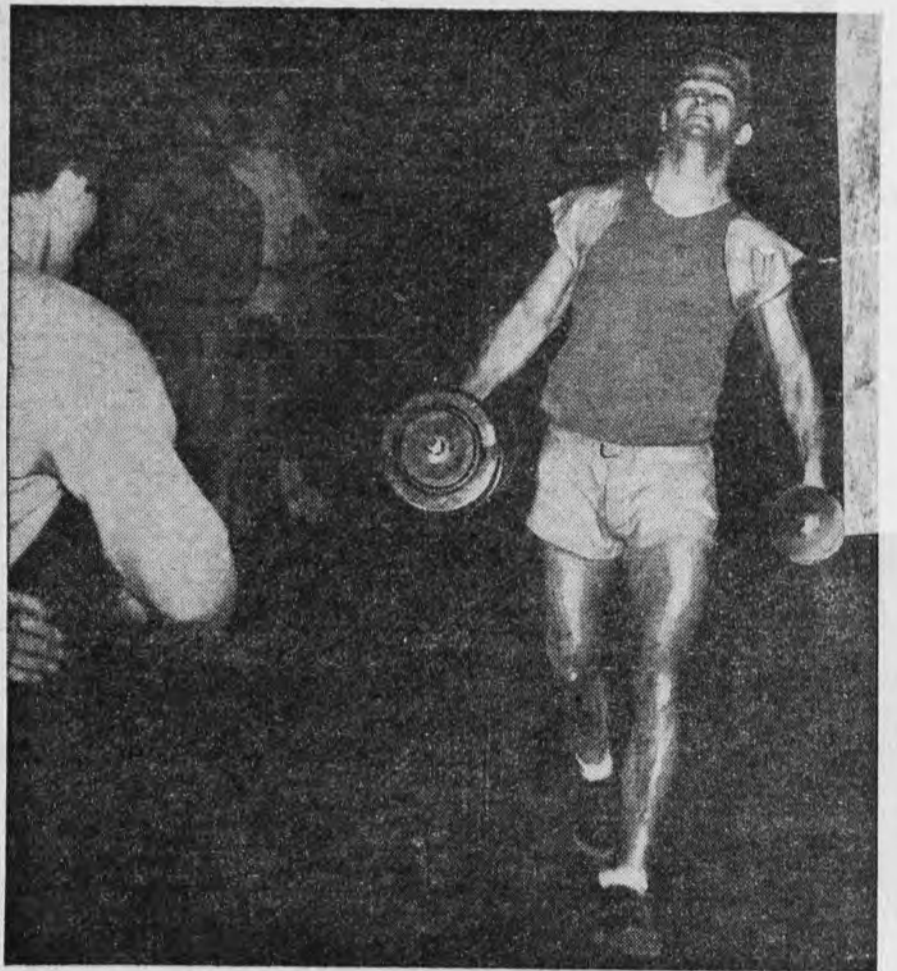
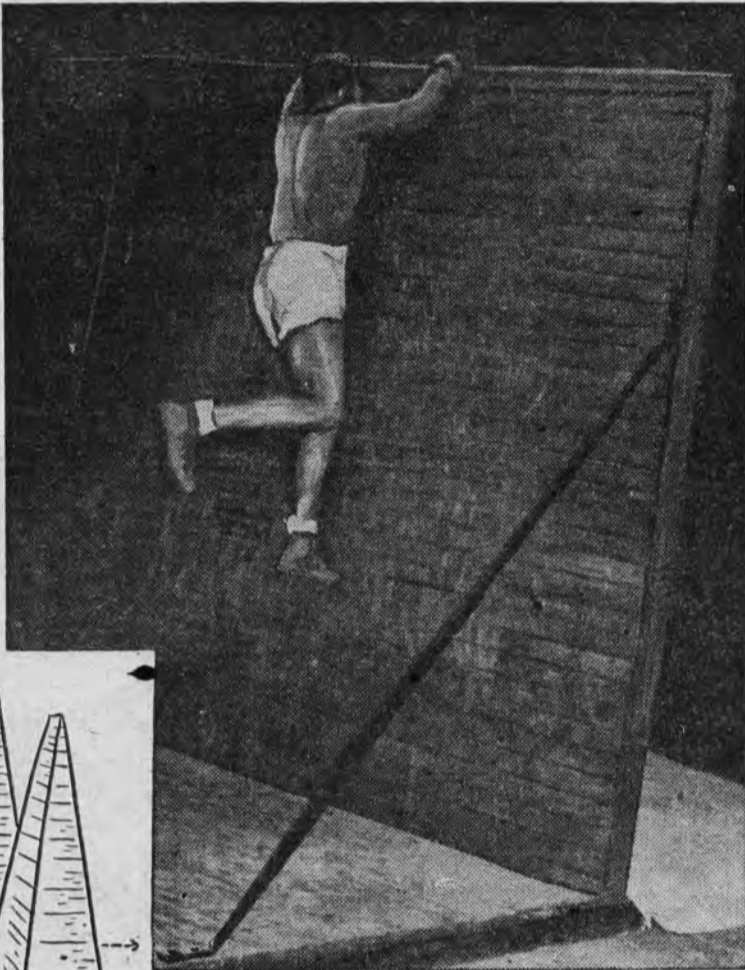
**4** THE TESTS ARE designed to determine three qualities: Strength, agility, endurance. In the second part—for determining agility—the candidate covers 50 yards of space while overcoming a series of obstacles. He must do the whole job in 12 seconds to score 100 per cent. He begins by running 10 yards, taking a broad jump of 9 feet, running another 10 yards, then jumping over a three-foot-high hurdle. In the preliminary tests, few of the men were able to make the 12-second deadline, though most of them finished the variety of tasks successfully. On the whole, the men who came from the Sanitation Department did somewhat better than those from New York University. The N.Y.U. boys were trying the tests for the first time, however. The contests for agility are somewhat less difficult than those devised for the police exam. The men selected from this series of tests must be strong, active individuals, for they are exposed to the hazards of traffic and outdoor accidents even more than policemen.

**2** SANITATION MEN must carry heavy weights. Their abdominal muscles must be powerful, capable of withstanding the stresses which cause hernia and other muscular troubles. A test which brings the abdominal muscles into play is one in which the candidate lifts his trunk from the ground while holding a 60-lb. dumbbell on his shoulders. He may not lift his feet during this performance. Prospects for jobs in the Police Department took a similar test, but they were required to lift a weight of only 40 lbs. to make a perfect score. It is felt by various officials and by Prof. Wall that the Sanitation Man requires greater physical strength than the cop.



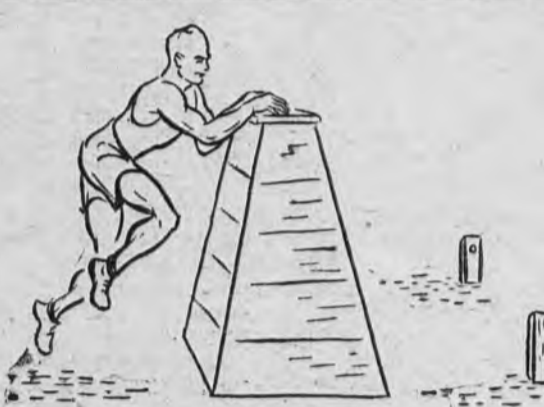
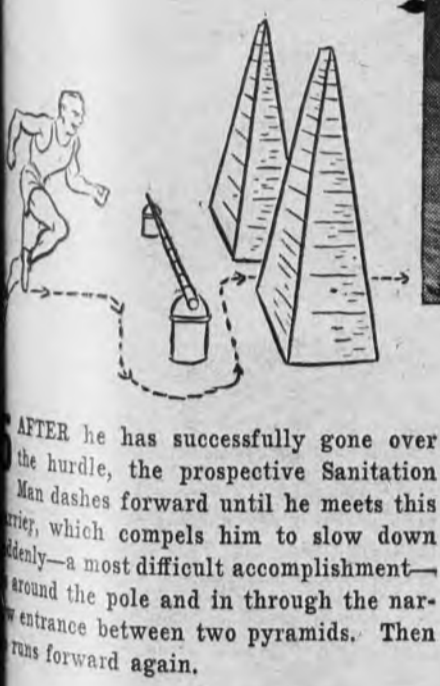
Leader Photos—Gramlich

**6** MOST SPECTACULAR of all the tasks is this one—requiring the candidate to climb a perfectly smooth, 8-foot-high wall. The way to do it is to take a flying leap upward, when about two feet from the wall, catch the top and hold it firmly with the hands, press the rubber soles of sneakers into the wood of the wall, and climb upward. The wall is a "tight" one, which means there aren't any loose boards to provide a grip for the feet. Reaching the top, the man scales down the other side, touches the floor and runs forward.



**8** THE FINAL TEST is for endurance. The candidate runs 120 yards carrying a 50-pound dumbbell in each hand. In many ways it is the most grueling of all the tests. The Leader's reporter asked many of the men what they thought of the exam. "Tough," was the general opinion, "but fair." A 245-pound N. Y. U. football player called the exam "difficult, but the kind a good man can train for and pass." The men who come out on top in the Sanitation exam will give New York the finest selection of Sanitation workers in the entire country. Their duties will be to work on sanitation trucks, to handle heavy equipment, to work in the city's incinerators, to aid in operating tractors, cranes, graders' trucks and equipment used in dumps. For the performance of these duties the Sanitation job pays \$1,860 per year, or \$5.94 a day.

**7** THE FINAL TEST of agility is getting over the 4½-foot-high vaulting box, which seems comparatively easy after the wall scaling, and running an additional five yards to the finish line. The whole series of agility tests is set up in a straight line, and the man goes as rapidly as possible from one task to the next.



AFTER he has successfully gone over the hurdle, the prospective Sanitation Man dashes forward until he meets this barrier, which compels him to slow down suddenly—a most difficult accomplishment—around the pole and in through the narrow entrance between two pyramids. Then he runs forward again.

**Sanitation Men: Notice!**  
 In next week's issue of the Civil Service Leader there will be a **Complete Written Test** illustrating the kind of questions likely to help you in preparing for the written exam which is scheduled for March 2.  
 It is important to you to study The Leader test carefully. So be sure you get next Tuesday's issue of The Leader.

# Hearings and Appeals Under Unemployment Insurance

By IRVING D. NEUSTEIN

MEMBER

UNEMPLOYMENT INSURANCE APPEAL BOARD

*This is the last of a series of five articles on Unemployment Insurance, presented in conjunction with coming tests for positions in the Division of Placement and Unemployment Insurance.*

THE FEDERAL Social Security Act requires all State laws to provide that any employee whose claim to unemployment insurance benefits is denied shall have the opportunity for a fair hearing before an impartial tribunal. In accordance with such requirement, the Legislature of the State of New York, in enacting the Unemployment Insurance Law, provided for the appointment of referees and for the creation of an Appeal Board. The Appeal Board, consisting of three members appointed by the Governor for a term of years and removable by him only on charges, is a unit in the Department of Labor, although not answerable to the Industrial Commissioner. Since July 1, 1939, the referees, appointed by the Commissioner subject to Civil Service regulations, have been placed under the supervision and jurisdiction of the Appeal Board. Such provision was made for the sole purpose of insuring an impartial hearing to any party who feels aggrieved.

The dispute in the first instance is determined by the Administrator, a process known as an "initial determination." Where a claimant for benefits is dissatisfied with a determination of the local office, he has the right to file an objection thereto. If the complaint cannot be adjusted to the satisfaction of the employee at an interview at the local office, the matter is then reinvestigated and rechecked by the Division in an attempt to safeguard his rights without unnecessarily delaying the payment of benefits to which he may be entitled. The Administration, as has been outlined in prior articles in this series, has initiated and now has functioning a very elaborate system for recheck purposes, which has resulted in the adjustment of thousands of claims to the satisfaction of the claimant without further appeal. In the event that after such recheck the employee still feels aggrieved, he has the right to a hearing before a referee. Similarly, an employer who disagrees with the assessment or amount of contributions determined by the Commissioner to be due under the law may apply for a referee hearing.

## Opportunity Given to All

Upon receipt of a notice of demand for a hearing, the local office is charged with the duty of forwarding such demand to the referees' unit, and copies of all pertinent data contained in the file of the local office are forwarded to the referees' unit. Clerks assigned thereto then place the matter upon the calendar of the referee and send written notices to each of the parties in interest, including the local office and the Administrator. At the time and place designated in the notice of hearing, all parties who appear are given an opportunity to present their side of the dispute at hearing before the referee. Under the law it is not essential, nor is it usual, that these hearings be conducted in accordance with strict rules of evidence. On the contrary, they are quite informal and have as their sole purpose the ascertainment of the facts and the establishment of the rights of the parties involved.

The parties have the right to representation, and the law does not specify that the representatives must be attorneys.

The referee, who sits in a quasi-judicial capacity, is not obliged to act merely as an impartial arbiter, to take the facts as presented by both sides and reach a determination in his own mind without participating in the proceedings other than as the presiding official. The referees are instructed and have engaged in the practice of actively participating in the questioning of the various parties and witnesses, with a view to bringing out all the pertinent facts and ascertaining and adjudicating the rights of the parties involved.

## May Issue Subpoenas

The referees have the right to enforce the appearance of witnesses, and may issue subpoenas requiring their attendance. They also have the right to compel the production of books and records by subpoena. Where an examination of the payroll records of the employer is essential in order to ascertain the number of persons employed or the earnings of a particular claimant, or for any other reason, it has been usual for the Administrator to cooperate with the Appeal Board and to place at the disposal of the members thereof or the referees the facilities of the payroll auditors' unit, which has a number of trained payroll auditors.

Within 20 days after the referee has rendered his decision, any party who feels aggrieved thereby may take an appeal to the Appeal Board. Upon receipt of a notice of appeal, which may also be very informal, similarly filed in the local office, a copy of all of the filed papers in the local office, together with the decision of the referee and the minutes of the referee hearing are forwarded to the Appeal Board. These minutes are transcribed and filed without charge to any of the parties to the proceeding. The Appeal Board, upon receipt thereof, immediately notifies all parties that an appeal has been taken and advises them that a brief or memorandum may be filed within seven days thereafter. The hearings before the Ap-

peal Board are conducted in the same informal manner as are those before the referees.

## Hearings at Local Offices

Hearings may be held by the entire Board or by one or two members thereof. In New York City, hearings are held at the principal offices of the Appeal Board. In the other parts of the State, hearings are usually held at the various local offices, of which there are at the present time approximately 90.

An appeal from the determination of the Appeal Board may be taken to the Appellate Division, Third Department, and under certain circumstances to the Court of Appeals.

The referees and the Appeal Board are not bound by common law or statutory rules of evidence or by technical or formal rules of procedure. Hearings and procedures before the referee and Appeal Board are governed by rules promulgated by the Appeal Board, which have been published in pamphlet form and are available to the public.

More than 50 percent of the cases taken to the Appeal Board turn on the issue of employer coverage under the law. The employer may contend that he is not liable for payment of contributions by virtue of the statutory exemption of non-profitmaking institutions which are organized exclusively for educational, religious, scientific, or charitable purposes. Orchestral and operatic societies, fraternal orders, trade and professional associations and cemeteries have appealed on this ground, in addition to schools and hospitals. Close issues are often presented in the determination of a "governmental subdivision," which is also exempt from coverage. Custodian engineers of city schools, a city marshal, the New York representative of a foreign national railroad company are some of the employers who have contended that they were not subject to law under this section.

## What Is Misconduct?

The appeals machinery is frequently required to determine whether an employer's charge that the claimant lost his employment because of misconduct, or because of an industrial controversy is sustained by facts, since in such cases, as well as in those involving wilful misrepresentation in an attempt to obtain benefits, claimants may receive benefits only after an extended waiting period of 10 weeks. The charge of misconduct may be based on misappropriation of funds, drunkenness, inefficiency, or simply on the complaint of an irate customer. The evidence must be sifted and weighed in order that conduct deliberate and prejudicial to the employer's interests may be distinguished from minor offenses, acts which are well-intentioned although mistaken and offenses not connected with the claimant's employment. A great many contests have arisen from suspension of eligibility for failure on the part of a claimant to fulfill requirements of reporting at the local office. Excuses range from an admission by the claimant that he overlooked the reporting date, or that inclement weather kept him at home, to cases where the claimant was unable to report because of the sudden illness or death of a close relative.

The requirement of the law that claimants must be totally unemployed, and capable of, available for, and

willing to accept employment, has raised sharp conflicts as to fact which must be resolved by the appeals machinery. The Appeal Board has been called upon to decide whether pregnant women are in fact capable of employment and, if so, for how many months they may be so considered.

## A Salesman Not a Salesman

Many other types of cases have arisen under the total unemployment and availability and capability requirements. The president of a small corporation engaged in seasonal industry makes a claim for benefits during the slack season, and it is for the referee to determine whether or not he is entitled to compensation during such slack period. An attorney who is attempting to practice law, but unfortunately has no clients, or a commission salesman who is earning no commissions, claims that he is unemployed and available for employment and should receive benefits. A baseball player who receives an annual salary claims that he is unemployed during the winter months when he is not playing. Disqualification for refusal to accept employment has also led many claimants to bring an appeal. The employment must be one for which the claimant is reasonably fitted by training and experience, and it must satisfy certain standards, such as prevailing wages, as set forth in the law. Patently, sharp conflicts may arise on any one of these points as between the claimant and the local office interviewer who referred him to the job.

Many hearings have been held for the purpose of determining the amount of earnings of claimants in covered employment, such as tips or gratuities earned by waitresses, bootblacks, beauty parlor attendants, barbers. The referees are very frequently called upon to determine the earnings of claimants who work on a commission basis or on a per diem or hourly basis, where the payroll records are inadequate.

## It's Something New

The referee and the Appeal Board are in truth developing an entirely new concept of law in the State of New York. It is incumbent upon them to determine what constitutes an employee eligible for benefits within the meaning of the law, casting aside past precedent if necessary and bearing in mind throughout the general purpose and intent of the Unemployment Insurance Law, so clearly expressed in the preamble of the law, which states in part:

"...Economic insecurity due to unemployment is a serious menace to the health, welfare and morals of the people of this State. Involuntary unemployment is therefore a subject of general interest and concern which requires appropriate action by the legislature to prevent its spread and to lighten its burden which now so often falls with crushing force upon the unemployed worker and his family...The legislature therefore declares that in its considered judgment the public good and the well-being of the wage-earners of this State require the enactment of this measure for the compulsory setting aside of financial reserves for the benefit of persons unemployed through no fault of their own."

# Administration of Unemployment Insurance in N.Y.

By MILTON O. LOYSEN

EXECUTIVE DIRECTOR, DPUI,  
N. Y. STATE DEPARTMENT OF LABOR

(Continued from preceding issue)

The Informational Service is responsible for dissemination of information of general interest to the public and of specific interest to groups of employees or employers and for carrying out other public relations functions.

Last, but not least in importance, is the Bureau of Research and Statistics. This bureau is responsible for all analytical research required in the administration of the law and for appraisal of its effects. It prepares current reports on operations and maintains the statistical services for public use in cooperation with the operating bureaus. It is responsible, in cooperation with other bureaus, for the development of standard procedures for current reporting to meet administrative needs and to meet the requirements of federal agencies. The work of the bureau includes conducting of studies required by law relating to seasonal employment, partial and part-time employment, employment, stabilization, and merit rating; studies of a statistical and actuarial nature in reference to the current and projected yield to the fund, the load on the fund, the adequacy of the benefit structure, and the trend of employment and unemployment; studies of the interrelation between social insurance and home relief and other public assistance programs, studies of the labor market of significance to employers, employees and the public, occupational studies, etc. The Statistics Section tabulates statistical data on contributions, benefits and placements received from the Tax and Wage Records Bureau, the Claims Bureau and the local employment offices, and prepares current and special statistical reports. As an important tool for the research

department and the division as a whole a reference library is maintained.

## Two Advisory Councils

To advise the Industrial Commissioner in carrying out her responsibilities, two Advisory Councils have been created. As provided under the Unemployment Insurance Law, the Governor has appointed an Unemployment Insurance State Advisory Council of nine members, three each representing employers, employees, and the public. This Council, in general, advises the Industrial Commissioner on the administration of the law, may make specific studies in connection with its operation, and by statutory provision is responsible for a study and recommendations on variations in the rate of contributions based on employer experience. The State Employment Service Advisory Council, created in accordance with the Wagner-Peyser Act, also represents employers, employees, and the public. It advises the Industrial Commissioner in the conduct of the employment offices and their functions in the communities.

The division cooperates closely with divisions of the Department of Labor and other State departments, such as Division of the Budget, Department of Audit and Control, Department of Taxation and Finance, Department of Civil Service, Department of Social Welfare, Department of Public Works, and Division of Standards and Purchase.

The Social Security Board under the Social Security Act is empowered to make grants covering administrative expenses. Rules and regulations of the board cover the conditions under which federal grants are made and minimum standards set by the board. A regional office of the Social Security Board, located in New York City, cooperates with the administration and gives advice and assistance on technical matters relating to unemployment insurance and employment services.

# Employees Offered Promotion Chances



(Continued from Page 8)

Maintainers; Stationary Engineers; Handymen, Firemen, Maintenance Helpers, Group A, Ventilation and Drainage Maintainers, who have had the following experience: Five years' recent experience in the operation of high-pressure steam or high tension electric power plants; or two years' experience and an engineering degree; or two years of such experience and three years' experience as a journeyman machinist, boilermaker, steamfitter or electrician.

Employees with titles other than those listed who have been performing work of a similar character may apply within 10 days for the exam. Some certifications will require a New York City Stationary Engineer's license. Employees in the competitive class must have six months' service in their present department and one year in their present title. Labor class employees must have three years' city service.

All persons on preferred lists for the foregoing titles and all those who will have the necessary experience by March 13, will be able to take the exam.

### Scope of the Exam

The written technical exam will cover the following duties: To operate, maintain and adjust either steam or electric power plant equipment including boilers, engines, heating, ventilating, lighting, and refrigeration equipment, pumps, sewage screens, blowers, compressors, sewage ejectors, elevators, together with auxiliary equipment such as switchboards, transformers, rotary converters, meters, circuit breakers, feed water heaters, condensers, superheaters, oil burners, etc.; oil, clean and make minor repairs to this equipment; make periodic inspections and examinations; take readings of meters, gauges, and recording devices; keep a station log and other necessary records and charts; make daily reports.

### Weights

Record and seniority, 5; technical, 2; practical test, 2; training and experience, 1.

### STEAMFITTER (City-Wide)

(Salary usually \$11.20 a day). Fee, \$3. File by Feb. 28. Age limit: 50.

### Duties

To do general steam pipe work, boiler and pump connections; lay out from drawings or sketches and do any general work in connection with installing or requiring permanent or temporary air, steam or water piping.

### Requirements

Open to Steamfitter's Helpers with six months' experience; and to Instructor (Steamfitting) with six months' experience.

### Medical and Physical Requirements

A competitive physical test, based on the duties of the position, will be given. It will consist of dumbbell lift, two hands,

60 to 100 pounds; pectoral squeeze; abdominal muscle lift, 15 to 35 pounds; hand over hand ladder climb. Candidates must be in sound physical condition.

### SUPERVISOR, GRADE 3

This is a reannouncement from a previous series and those who filed before need not file again. Candidates must have six months of supervisory experience, included in the two years of Social Case Work, instead of one year as previously announced. File by Feb. 20.

### TRADE LICENSE LICENSE TO INSTALL OIL-BURNING EQUIPMENT (License A and B)

Fee, \$5; file by Feb. 28.

### Applications

Give in full all information required on application form and indicate definitely for which type or types of license you are filing. File with application two recently taken photographs, two inches by two inches in size. All statements will be investigated.

### Experience

Candidates must have either three years' experience in the installing of oil burning equipment or a satisfactory equivalent of related experience or training.

### Type of License

Class A—Installation of any type of oil burning equipment for use of oils above No. 4.

Class B—Installation of equipment for use of oils from No. 1 to No. 4 inclusive.

### Requirements

Section C19-22.1 of the Administrative Code of the City of New York requires: "Every applicant for a certificate of license to install oil-burning equipment shall give a bond to the city conditioned for the payment of any loss or damage suffered by any person by reason of failure to install such equipment in accordance with the rules of the board of standards and appeals relating to oil-burners. Each such bond shall be in the penal sum of two thousand five hundred dollars and shall be approved by the controller as to sufficiency of the sureties."

Applicants who file for this examination are not required to post this bond until they have established their eligibility for a license by qualifying in this examination conducted by this Commission. Applicants must have a bona fide residence or business address in New York City.

### Examination

The examination will consist of a written test and a technical examination. The written test will be designed to test the applicant's familiarity with the law, rules and regulations established for the proper and legal installation of various kinds of oil-burning equipment, with the various methods and problems of installation, with the principles and parts of all related equipment and with the care that should be exercised by both the installer in the course of his work and the occupant when the latter assumes the operation. The technical test will be given to those who pass the written part to determine technical competence.

# Filing for State Unwritten Tests Will Close March 1

### UNWRITTEN TESTS FOREMAN

(Blister Rust Control)

Bureau of Forest Pest Control, Conservation Dept. (\$4.24-\$5.20 a day). Fee, 50 cents. File by March 1.

### Duties

Under general supervision, with from three to seven or more laborers, to carry out and direct blister rust control operations in the protection of white pine from white pine blister rust; and to do related work as required.

### Requirements

Candidates must have had three seasons (since April 1, 1929) of satisfactory experience in blister rust control work. Candidates must be familiar with the life history of white pine blister rust, and with the characteristics of the different ribes in New York State. Candidates must be physically able to perform the duties of the position, and should be able to interpret field maps and prepare legible reports.

Note: For the purposes of this examination, five months of full time experience is equivalent to one season.

### SENIOR TUBERCULOSIS HOSPITAL PHYSICIAN (Surgery)

Division of Tuberculosis, Dept. of Health. (Usual salary range \$4,000-\$5,000; appointment expected at minimum, but may be made at less.) Fee, \$3. File by March 1. Appointment expected at New York State Hospital for Incipient Tuberculosis, Ray Brook.

### Duties

Under direction to render general surgical services of a high degree of professional responsibility in a tuberculosis hospital; to consult with other staff physicians relative to the care and treatment of surgical cases; to assist at, or under supervision, to perform thoracic or other operations; and to do related work as required.

### Requirements

Candidates must be graduates of a medical school of recognized standing, must be licensed to practice medicine in New York State or eligible to enter the examination for such license. They must have served one year's internship in a general hospital. In addition, they must meet the qualifications of one of the following groups: Either (a) four years of satisfactory experience in surgery or one of the surgical specialties, of which two years must have been as a full-time surgical resident in hospitals approved by the American Medical Assn. for such residency in surgery or one of the surgical specialties; or (b) a satisfactory equivalent combination of the foregoing experience and additional medical education. In rating training, experience, and general qualifications, credit will be granted for graduate study in tuberculosis; resident medical or surgical service in a tuberculosis hospital or sanatorium; and for residence in thoracic surgery approved by the American Medical Assn.

### Weights

Written, 4; training, experience and general qualifications, 6.

### SENIOR TUBERCULOSIS ROENTENOLOGIST

Division of Tuberculosis, Dept. of Health. (Usual salary range \$4,000-\$5,000; appointment expected at minimum, but may be made at less.) Fee, \$3. File by March 1. Appointment expected at New York State Hospital for Incipient Tuberculosis, Ray Brook.

### Duties

Under general direction, to be in responsible charge of the x-ray department, including the mechanical operation and maintenance of all x-ray and dark room equipment and supplies, the x-ray and dark room technique used, and the expert interpretation of x-ray films and recording of the data; to take histories, and do initial and periodic examinations



of patients; to make and supervise the making of fluoroscopic examinations, especially of the chest and of G. L. and G. U. systems with the use of dyes and opaque mediums; to do clinic work; to teach x-ray technique and interpretation to technicians, medical students, and physicians; to do research work in the field of roentgenology; and to do related work as required.

### Requirements

Candidates must be graduates of a medical school of recognized standing and must be licensed to practice medicine in New York State or eligible to enter the examination for such license. They must have served one year's internship in a general hospital. In addition, they must meet the requirements of one of the following groups: Either (a) four years of satisfactory experience in tuberculosis work, as a member of the resident staff of a tuberculosis hospital or sanatorium of at least 200 bed capacity, of which two years must have been in a responsible position in the x-ray department of such a hospital or sanatorium; or (b) a satisfactory equivalent combination of the foregoing education, training, and experience. Candidates must have a high degree of skill in x-ray technique and interpretation, and a thorough knowledge of the theory and practice of x-ray examination, including fluoroscopic.

### Weights

Written, 4; training, experience and general qualifications, 6.

### FOREMAN Shoe Manufacturing Dept.

Sing Sing Prison, Dept. of Correction. (Usual salary range \$2,100-\$2,600; appointment expected at minimum, but may be expected at less.) Fee, \$2. File by March 1.

### Duties

Under general direction, to have responsible charge of a shop for the manufacture of shoes on a production basis, in a state penal institution; to be generally responsible, with the aid of two or three assistants, for the production of approximately 450 pairs of shoes per working day; to write up complete specifications for the purchase of all leathers and findings; to prepare bills of material representing the costs involved in the manufacture of shoes and slippers; and to do related work as required. Examples: Planning, directing, and overseeing the work of employees and inmates in the manufacture of shoes and other footwear; supervising the operation and maintenance of all shoe machinery equipment; making check inspection on shoes produced; keeping production records and inventories; requisitioning materials and supplies.

### Requirements

Candidates must have had six years of satisfactory shoe manufacturing experience, of which three years must have been in the supervision of a number of other employees in either the cutting, fitting, lasting, bottoming, or finishing of shoes. Candidates must have a thorough knowledge of the processes of manufacture of men's and women's Goodyear, McKay, and soft-sole leather slippers and the making of model upper patterns; ability to lay out work for others, to direct and control them in their work, and to get them to work together effectively. Experience in the manufacture of leather work gloves is desirable but not necessary. As an aid in determining eligibility and evaluating training and experience, a practical qualifying test, or interview, or both, may be held at a date later than March 2.

### Unwritten County Test OVERSEER Albany County

Dept. of Public Welfare. (Salary varies; appointment expected

at \$1,400 and maintenance.) Fee, \$2. File by March 1. Appointment expected at Ann Lee Home. Open only to residents of Albany County.

### Duties

Under supervision, to have charge of a county home and hospital during the night; and to do related work as required. Examples: Supervising night employees, arranging for emergency admission of public patients to local hospitals; answering telephone; making minor repairs to the mechanical and electrical systems of the building.

### Requirements

Candidates must meet the requirements of one of the following groups: Either (a) two years of satisfactory experience in a clerical or supervisory capacity in a public institution or private home for the care of aged or indigent inmates, and the satisfactory completion of two years of a standard senior high school; or (b) a satisfactory equivalent combination of the foregoing experience and education. Candidates must be physically strong and active and free from any defect or deformity that would have a tendency to incapacitate them. A physical examination may be required. It is desirable that candidates have a knowledge of making and having made simple mechanical and electrical repairs.

### WRITTEN TEST

### CHIEF PROBATION OFFICER

(Usual salary \$5,000-\$8,500; vacancy in Kings County at \$6,000.) Age: 21-55. Fee, \$5. File by Feb. 23. Written will be held March 9. Probation Dept., County Court. The eligible list will be used when such positions are to be filled from open competitive eligible lists in Bronx, Queens, Richmond, Kings, and New York Counties. The exam is open to residents of these counties.

### Duties

Under general direction, to assist in the formulation of the policies of the Probation Dept. of the County Court, and to be responsible for procedures and systems for the effective application of such policies in the work of the department; and to do related work as required. Examples: Defining the duties and responsibilities of the personnel and planning and directing their work; administering the work and carrying out policies of the department; studying the needs of the probation system of the court and, when necessary, making recommendations to the judges for its improvement; interpreting the work of the Probation Dept. to the community; developing and maintaining

(Continued on page 14)

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# Mickey Mouse Enters Air Corps

Cartoon animators are urged this week by the U. S. Civil Service Commission to file for the position of Assistant Animator at Wright Field, Dayton, O. New York residents under 53 years old can file at 641 Washington St., N.Y.C., by Feb. 19. Pay is \$2,000 a year.

The work of the animator is to design, prepare, and supervise preparation of animated drawings for training films, to plan detail elements of drawings, and select methods for cartoon type photography, including use of cellu-

loids and cards for multiple exposure process. A candidate must be a high school graduate, except that six months of commercial art work may be substituted for each year of high school work. In addition, he must have four years commercial art experience, including one and a half years of animation experience.

## Nassau Opens Tests For Seven Health Posts

Seven new tests for Department of Health posts were opened last week by the Nassau County Civil Service Commission in Mineola. Candidates for these jobs must have been legal residents of Nassau County for at least one year before filing. Filing blanks will not be issued after February 21 and must be delivered by February 23. Full official requirements and other information about these exams follows:

### EPIDEMIOLOGIST

Department of Health. Salary range: \$5,200 to \$6,400. Fee, \$5.

#### Duties

To carry on specific phases of public health work, under direction of the Commissioner of Health, throughout the county.

#### Requirements

Medical school graduates, licensed to practice medicine in New York State or eligible to take an exam for such license. In addition, either: (1) four years of satisfactory full-time experience in a responsible public health position; or (2) two years of experience as epidemiologist or other acceptable public health position, and the completion of a post-graduate course in public health approved by the Public Health Council of at least one academic year in residence. A general knowledge of public health work and of public health administration, including the investigation and control of communicable disease, is required. Candidates must have a drivers license and be able to furnish their own transportation.

#### Weights

Written, 3; training, experience and general qualification, 7.

### DIRECTOR

(Division of Sanitation)

Department of Health. Salary range: \$5,200 to \$6,400. Fee, \$5.

#### Duties

To have supervision of public health engineering and sanitation in the county, including investigations and inspections of public water supplies, sewerage.

## State Tests

(Continued from Page 13)

cooperative relationships with social agencies in the community.

#### Requirements

Candidates must be graduates of a standard senior high school or have equivalent education. In addition, they must meet the requirements of one of the following groups: (a) graduation from a recognized college or university from a course for which a bachelor's degree is granted, with courses in the social sciences, and five years of satisfactory full-time paid experience in social work with a social agency adhering to acceptable standards, of which two years must have been in a responsible executive or administrative capacity; or (b) a satisfactory equivalent combination of the foregoing education and experience. Satisfactory full-time training with supervised field work in an approved school of social work may be substituted for the general social work experience on the basis of year for year, but candidates in every case must have had the required two years of executive or administrative experience. Candidates must have demonstrated executive ability and professional leadership, and must be able to take active part in a community program for the prevention of delinquency and general improvement of community conditions. The law provides that probation officers must be physically, mentally, and morally fitted for probation work, and they must be selected because of definite qualifications as to character, ability, and training, and primarily with respect to their capacity for rightly influencing human behavior. A physical examination may be required.

#### Weights

Written, 4; training, experience, and general qualifications, 6.

Anything you want to know about Civil Service? Come in and inquire of the Civil Service Leader's FREE Information Bureau. It's at 97 Duane Street, just off Broadway, New York City.



#### Requirements

Candidates must be engineering graduates and have 10 years full-time experience in a responsible position as public health engineer in federal, State or county service, five years of which must have included administrative duties and supervision of subordinate personnel. Candidates must have licenses as professional engineer and must demonstrate a knowledge of the broader aspects of public health engineering and sewage disposal, swimming pools, bathing places, camps, milk sanitation, food sanitation, general sanitation, and the enforcement of laws and sanitary code provisions. Evidence of special ability in the application of administrative measures. Candidates who are appointed must have a New York State drivers license and be able to furnish their own transportation.

#### Weights

Written, 3; training, experience and general qualifications, 7.

### DIRECTOR OF PUBLIC HEALTH NURSING

Dept. of Health. Salary range: \$3,120 to \$3,870. Fee, \$3.

#### Duties

Under direction of the Commissioner of Health, to be in charge of the work of the Division of Public Health Nursing; to direct planning and organizing programs of public health nursing, assigning work to, supervising and reviewing the work of members of the staff; coordination public health program, supervising the making of special studies and surveys; receiving and reviewing reports of members of the staff; preparing reports; receiving and answering correspondence relating to public health nursing.

#### Requirements

Candidates must be: high school graduates or have the equivalent training, graduates of a nurse training school, and registered or eligible for registration as a graduate nurse in New York State. In addition, they must have either: (1) graduation from a college or university and eight years of satisfactory public health nursing experience, four years of which shall have been as a supervisor, educational supervisor, assistant director or director; or (2) a satisfactory equivalent combination of education and experience. Candidates must have a thorough knowledge of clinic administration and management, of the fundamental principles of organization of State and country nursing units, and of the aims and programs of social organizations engaged in community service. They must be in sound physical condition, have a drivers license and be able to furnish their own transportation if appointed.

#### Weights

Written, 4; training, experience and general qualifications, 6.

### JR. SANITARY ENGINEER

Department of Health. Salary range: \$2,400 to \$3,000. Fee, \$2.

#### Duties

Under supervision of the Director of the Division of Sanitation, to make investigations and reports of public water supplies, sewerage and sewage disposal, swimming pools and bathing places, camps, stream pollution, and general sanitation.

#### Requirements

Either: (1) graduation from a recognized college, university or technical school with a degree in sanitary or public health engineering; or (2) if a college graduate in other branches of engineering, at least two years experience

in sanitary engineering in a federal, State or county health department or an organization performing similar work; (3) a satisfactory equivalent combination of experience and education. Candidates must have a fundamental knowledge of the principles and practices of public health engineering in the fields referred to, be in good physical condition and possess initiative and judgment. A drivers license will be required.

#### Weights

Written, 4; training, experience and general qualifications, 6.

### MILK SANITATION

Department of Health. Salary range: \$2,400 to \$3,000. Fee, \$2.

#### Duties

To make investigations and reports of pasteurizing plants, milk bottling plants, dairy farms and herds, and frozen dessert plants, and to assist in routine departmental supervision over such matters.

#### Requirements

Either: (1) graduation from a university or school with a degree in public health or sanitary engineering, veterinary medicine or agriculture, provided that graduates shall have completed acceptable courses in milk sanitation; and have at least one year of full-time experience in milk sanitation; or (2) completion of a course of instruction in milk sanitation approved by the Public Health Council as qualifying for Grade 1 as prescribed by the State Sanitary Code, provided that such persons shall have had not less than three years of full-time experience in milk sanitation; or (3) a satisfactory equivalent of experience and education.

#### Weights

Written, 4; training, experience and general qualifications, 6.

### SANITARY INSPECTOR

Department of Health. Salary range: \$1,800 to \$2,300. Fee, \$1.

#### Duties

To inspect and score food selling places, to enforce sanitary regulations and to make reports and maintain office records; to investigate complaints to determine whether public health is involved, to abate unsanitary conditions and to enforce certain sanitary regulations.

#### Requirements

High school graduation and either: (a) graduation from a recognized college or university including completion of courses in chemistry and bacteriology; or (2) not less than five years experience in a responsible handling of food in large quantities; or (3) a satisfactory equivalent combination of training and experience.

#### Weights

Written, 4; training, experience and general qualifications, 6.

### PUBLIC HEALTH NURSE

Division of Public Health Nursing, Department of Health. Salary range: \$1,800 to \$2,300. Fee, \$1.

#### Duties

To do professional nursing work in the promotion and conduct of clinics, conferences, consultations, home visits, and demonstrations of approved methods of care in homes, at clinics, and family and other group conference and courses.

#### Requirements

Candidates must be graduates of a nurse training school and be registered professional nurses in this State or eligible for such registration. They must be high school graduates. In addition, they must have either: (1) two years of adequate public health nursing experience under approved supervision; and satisfactory completion of a post-graduate course in public health nursing of at least one academic year in residence; or (2) three years of satisfactory public health nursing experience under approved supervision, and satisfactory completion or a course in public health nursing consisting of four months at a college or university; or (3) six years of satisfactory public health nursing experience, of which two years must have been in a supervisory capacity; or (4) a satisfactory equivalent combination of experience and training.

#### Weights

Written, 4; training, experience and general qualifications, 6.

Subscribers are requested to inform The Leader of any change of address at least one week in advance.

# Motor Exams In U. S. Group

## MOTOR VEHICLE DISPATCHER

Quartermaster Corps, War Department, Brooklyn, New York. This exam is being held to fill the position of Senior Motor Vehicle Dispatcher. The list may also be used to fill other appropriate jobs in the area. Salary: \$1,680. File by February 15. Age limit: 50.

#### Duties

To supervise the loading and dispatching of passenger cars, trailers, tractors, and industrial trucks used for the transportation of men and materials; make routine inspection of motor vehicles for safety devices, serviceability and repairs, and to authorize such servicing and repairs when necessary; to prepare or supervise the keeping of all records in connection with equipment, supplies, personnel, etc.; investigate and report on all accidents; operate motor vehicles when necessary.

#### Requirements

Applicants must have at least one year's experience directing the activity of a group of chauffeurs or motor truck drivers.

#### Weights

No written test will be held. Applicants will be rated entirely on their experience and fitness for the position on a scale of 100.



## ELECTRICAL MECHANIC (Floor Scrubbing and Polishing Machines)

(\$1,860). Federal Works Agency, Public Buildings Administration. File by Feb. 19. Age limits: 20-48. Applicants must be in sound physical condition.

#### Duties

Under general supervision, to repair and maintain in efficient operating condition, electric power scrubbing machines, floor polishing machines, and vacuum cleaners of various makes.

#### Requirements

Applicants must show that they have had the experience specified in (a), (b), (c), or (d)—(a) Four years of experience in the assembly, or in the repair, maintenance, and adjustment of electrically operated scrubbing machines, and other electrically operated floor treatment machines. (b) Completion of a four-year apprenticeship as electrician, including or supplemented by at least two years of experience in the assembly, or in the repair, maintenance, and adjustment of electrically operated scrubbing machines, and other electrically operated floor treatment machines. (c) Four years of practical experience in the electrical trade, the substantial equivalent of a completed apprenticeship in the trade, including or supplemented by at least two years of experience in the assembly, or in the repair, maintenance and adjustment of electrically operated scrubbing machines, and other electrically operated floor treatment machines. (d) A four-year combination of experience prescribed in (a), (b), or (c), including at least two years of experience in the assembly or in the repair, maintenance, and adjustment of electrically operated scrubbing machines, and other electrically operated floor treatment machines.

#### Weights

Candidates will be rated entirely on the basis of their experience and fitness to do the required work.

## CRYSTALLOGRAPHY

United States Geological Survey, Dept. of Interior. (\$2,600). File by Feb. 26. Age limit: 53. Applicants must be in sound physical condition.

#### Duties

To devise and arrange equipment for the production of X-Rays for the study of mineral structure by means of X-Ray diffraction; to make powder, rotation, and Laue photographs; to obtain patterns with an X-Ray goniometer; to make the calculations that are necessary in order to deduce the lattice structure of minerals.

#### Requirements

Candidates must have completed a full four-year college course and obtained a bachelor's degree, with major study in physics, chemistry, geology, or engineering. Additional credit will be allowed for successfully completed courses in mineralogy, crystallography and related subject.

Candidates must also have additional experience or education indicated in one of the following: a) two years of experience in scientific or investigative work involving the production and study of X-Ray diffraction patterns, at least one year of which involved the calculation of lattice structure from diffraction patterns; or b) two years of post-graduate study in physics, chemistry, or mineralogy, or crystallography, at least one year of which involved the calculation of lattice structure from X-Ray diffraction patterns; or c) a satisfactory equivalent combination of experience and training.

#### Weights

Competitors will be rated entirely on their education, experience, and fitness.

Competition for positions starred (\*) involves no written exam. Competitors will be rated on the extent of their education, the extent and quality of experience relevant to the duties, and fitness, on a scale of 100, based on sworn statements in application and corroborative evidence.

\*SR. INSPECTOR, ORD-NANCE MATERIAL (\$2,600)

\*INSPECTOR, ORD-NANCE MATERIAL (\$2,300)

\*ASSO. INSPECTOR, ORD-NANCE MATERIAL (\$2,000)

\*ASST. INSPECTOR, ORD-NANCE MATERIAL (\$1,800)

\*JUNIOR INSPECTOR, ORD-NANCE MATERIAL (\$1,620)

Junior and assistant grades, 20-48 years; other grades, 21-53 years. File by May 22. Ordnance Dept., War Dept.

#### Duties

Inspect and test, at contact or plants, varied raw metallic materials, mechanical parts, castings, assemblies, and components for ordnance materials, to determine compliance with an acceptability under specifications; prepare inspection reports; related work. Duties for the varying grades differ in degree of responsibility. In Inspector and Senior Inspector grade, duties involve planning, organizing, and supervising work of subordinate inspectors.

#### Requirements

High school graduation or completion of 14 units of high school work. Experience (Junior Inspector, 1 year; Assistant Inspector, 2 years; Associate Inspector, 3 years; Inspector, 4 years; Senior Inspector, 6 years) in inspecting and testing, to determine compliance with specifications, of ordnance materials as armament, armor-plate, demolition bomb-bodies, etc., or of raw materials including metal shapes formed with dies, sheets, and bars, and machined parts, including castings of either steel, or non-ferrous materials. Experience must have included use of testing equipment for the determination of physical properties as tensile strength, yield point, cold bend, hardness, etc., and determination of agreement of finished components with specifications through checking dimensional requirements by the use of such standard equipment as micro-meters, verniers, calipers, and gauges.

Applicants for Inspector and Senior Inspector must show specific knowledge of machine tool processes, acquired either in actual mechanical shop practice, or in school shop courses, in process inspection on machine components, in tool, gauge, and fixture design, or related capacity through which the requisite knowledge of shop processes

(Continued on Page 15)

U. S. Requirements



(Continued from Page 14) could be acquired; and exper-

Federation Officers Are Installed

(Continued from Page 2) of the leadership of that organiza-

In tracing the growth of the Federation, he declared that "here was a group that could work in harmony with the administration. Here was a group that was lending its endeavors for the well-being of the masses of employees and not for the few of its leadership."

Among the city and state officials who attended the installation were Paul J. Kern, president of the Civil Service Commission, Commissioner Wallace S. Sayre, Borough President Stanley M. Isaacs and Councilman Joseph T. Sharkey, all of whom were roundly applauded.

The following officers of the Federation and its affiliate groups were installed at last Friday's ceremonies: Federation of Municipal Employees:

Henry Feinstein, president; John Vesce, Arthur Martin, Charles Schneider, Peter Sheehan, vice-presidents; Aaron S. Becker, secretary; Frances T. Hageman, financial-secretary; Henry Mueller, recording secretary; Lloyd Sutton, treasurer.

Municipal Asphalt Workers John L. Vesce, president; P. Lembo, first vice-president; Chauncey Olcott, second vice-president; Salvatore Pal-

miere, secretary; Vincent Sffragatti, treasurer; Jos. Florio, recording secretary; James Guaratino, sergeant-at-arms; Abraham Goldfisher, business agent; Rocco Masucci and Salvatore Palmieri, delegates; William Damon and Joseph Delli Carpine, alternate delegates.

Foremen and Roller Engineers George Bayer, president; Frank La Gathuto, first vice-president; Thomas Geanetto, second vice-president; Daniel Fennessy, James Pas-sant and Andrew Capasso, delegates; Morris Shevett and Frank Senono, trustees.

Engineers and Inspectors Charles Schnerde, president; Arthur Martin, vice-president; Harry Ehlers, secretary-treasurer.

Municipal Laborers Union Peter P. Sheehan, president; Morris D'Lacone, vice-president; Robert Marchese, financial secretary; Harry Gillen, treasurer; John Trischetti, corresponding secretary; William Trischetti, sergeant-at-arms; John Ryan, Patrick Kelly, William Quinn, William Franklin, John Berlin and Joseph Arnold, delegates. Morris Block and Louis Cast, trustees.

Municipal Auto Enginemen Henry Feinstein, president; George Reynolds, vice-president; Aaron S. Becker, financial secretary; Henry Mueller, recording secretary; Harry Monohan, corresponding secretary; Otto Brandenburg; Philip Hollister, sergeant-at-arms; Harry Silverman, Edward Strachota, John J. O'Brien, Peter Brennan, Irving Hochhuser, Robert Cooper, John Blaney, Benjamin Latin, Fred Behuken and Edward Flynn, delegates.

Commission Orders 60 New Examinations

The Municipal Civil Service Commission has ordered a series of 60 new examinations—33 competitive, 27 promotion, and seven labor class—which will be opened to applicants in the near future. The exact filing dates, requirements and other information will appear in The Leader as soon as they are officially announced. The list of tests follows:

- Promotion Administrative Assistant (Municipal Civil Service Com.). Captain (Correction). Chief Parole Office (Parole Commission). Court Clerk, Grade 3 (City Court). Foreman of Asphalt Workers (Richmond). Foreman Bridge Painter (Pres. Man.). Foreman of Carpenters. Foreman House Painter (Public Works). Foreman of Plumbers. Foreman of Porters (Housing Authority). General Foreman of Mechanics. Inspector, Grade 3 (Pres. Richmond). Inspector of Iron and Steel Construction, Grade 4 (Triborough Bridge Authority). Machinist (City Wide). Maintainer's Helper (Change of Title). Management Assistant, Grade 4 (Housing Authority). Marine Engineer (Uniformed Force), F.D. Mechanical Draftsman (Heating and Ventilating), Grade 4 (City Wide). Program Director (Public Works). Rammer (City Wide). Senior Investigator (Investigation). Senior Psychologist (City Wide). Senior Supervisor, Grade 4 (City Wide). Senior Supervisor, Grade 4 (Medical Social Worker), City Wide. Supervisor, Bureau of Inspection (Sanitation). Tractor Operator. Watershed Inspector (W.S.G.E.).

- Assistant Resident Building Superintendent. Cancer Research Assistant. Cardiologist. Chief Dentist. Civil Service Examiner (Civil Engineering). Court Stenographer. Dietitian. Director of Public Assistance. Engineer (Housing Construction). Foreman of Drillers. General Mechanic (Various Specialties). Inspector of Equipment (Railroad Signals), Grade 3. Inspector of Heating and Ventilating, Grade 3. Inspector of Printing and Stationery, Grade 2. Junior Administrative Assistant (Board of Higher Education). Junior Administrative Assistant (Office Planner). Junior Administrative Assistant (Real Estate Research). Junior Draftsman (Architectural), Grade 1. Junior Engineer (Sanitary), Grade 3. Junior Psychologist. Matron. Medical Inspector (In appropriate grades with specialties). Pipe Caulker. Police Surgeon. Poster Illustrator. Rammer. Senior Engineer (Housing). Superintendent (Cold Storage Plant). Superintendent of Plant Operation and Maintenance. Tailor.

- Competitive Administrator (Management Division). Assistant Director, Information Center. Assistant Engineer (Housing Construction).

- Labor Electrician's Helper. Maintainer's Helper (Group A). Maintainer's Helper (Group B). Maintainer's Helper (Group C). Maintainer's Helper (Group D). Change of Title to Asphalt Worker (Pres., Bklyn.). Change of Title to Plumber's Helper (Park Dept.).

Six Medical Tests Are Cancelled

Because no vacancies existed or the positions had been abolished in recent weeks, the Municipal Civil Service Commission last week cancelled exams for six medical posts. They are: Assistant Pathologist; Physician, Grade 4 (Part Time); Physician (Social Hygiene); Radiation Therapist; Deputy Medical Superintendent, Grade 3; and Chief Police Surgeon. In case vacancies for any of these jobs turn up, the commission will use appropriate eligible lists or reorder exams for the positions.

Many Jr. Accountants To Get City Jobs

The Municipal Civil Service Commission announced yesterday that "many" Junior Accountant eligibles will shortly be appointed to jobs as Unit Managers in the Department of Welfare at \$1,800 a year. Inasmuch as accounting training is necessary to perform the duties of Unit Manager, the Commission ruled last week to certify the Junior Accountant list for these vacancies. Originally the preferred lists for Clerk, Grades 3 and 4, were declared appropriate for these positions, but the Welfare Department dissented.

300 TO RECEIVE TEACHING DIPLOMAS

Three hundred diplomas will be awarded Saturday night, March 2, to graduates of the Industrial Teacher Training Courses of the University of the State of New York, at the Hotel McAlpin.

Four New Tentative Keys

Candidates who competed in recent examinations of the Municipal Civil Service Commission have until Feb. 20 to file objections to the tentative answer keys, just issued. Complaints must be accompanied by written proof. The keys are:

- Climber and Pruner (Labor Class) (1) A (2) D (3) B (4) C (5) C (6) D (7) B (8) D (9) C (10) A (11) A (12) D (13) A (14) A (15) A (16) C (17) A (18) C (19) D (20) D (21) A (22) D (23) B (24) C (25) A (26) A (27) C (28) B (29) A (30) D.

- Inspector of Pipes and Castings, Grade 3. (1) D (2) B (3) E (4) D (5) C (6) B (7) E (8) C (9) C (10) E (11) A (12) B (13) D (14) A (15) D (16) B (17) D (18) B (19) E (20) C (21) D (22) A (23) C (24) C (25) B (26) E (27) C (28) A (29) E (30) B (31) C (32) C (33) A (34) B (35) D (36) D (37) D (38) B (39) C (40) C (41) D (42) B (43) E (44) C (45) B (46) D (47) B (48) E (49) B (50) A (51) C (52) B (53) D (54) C (55) E (56) D (57) C (58) C (59) E (60) D (61) B (62) D (63) D (64) D (65) B (66) E (67) B (68) C (69) A (70) D (71) E (72) B (73) D (74) B (75) A (76) C (77) E (78) C (79) A (80) E (81) B (82) C (83) A (84) C (85) B (86) E (87) C (88) B (89) B (90) D (91) D (92) C (93) C (94) C (95) B (96) D (97) C (98) B (99) E (100) B.

- Inspector of Steel, Grade 3. (1) D (2) B (3) B (4) A (5) E (6) B (7) D (8) C (9) E (10) B (11) C (12) C (13) E (14) B (15) A (16) D (17) A (18) E (19) D (20) C (21) E (22) E (23) A (24) C (25) A (26) D (27) A (28) B (29) B (30) C (31) D (32) A (33) D (34) C (35) A (36) C (37) B (38) C (39) A (40) D (41) E (42) C (43) D (44) E (45) A (46) E (47) C (48) A (49) B (50) D (51) C (52) E (53) C (54) B (55) A (56) B (57) D (58) B (59) E (60) A (61) B (62) B (63) D (64) E (65) E (66) B (67) C (68) A (69) A (70) C (71) E (72) B (73) A (74) D (75) B (76) D (77) A (78) E (79) B (80) B (81) D (82) A (83) D (84) B (85) E (86) C (87) A (88) C (89) E (90) C (91) A (92) C (93) D (94) C (95) D (96) A (97) B (98) A (99) B (100) D.

- Medical Social Worker, Grade 2; Promotion to Medical Social Worker, Grade 2; Promotion to Supervisor, Grade 3 (Medical Social Work), Part I. (1) B (2) B (3) A (4) C (5) C (6) D (7) A (8) B (9) B (10) D (11) C (12) D (13) C (14) A (15) D (16) D (17) B (18) B (19) B (20) A (21) A (22) B (23) C (24) B (25) A (26) C (27) B (28) A (29) B (30) A (31) B (32) B (33) A (34) D (35) D (36) D (37) B (38) A (39) B (40) A (41) D (42) A (43) C (44) A (45) D (46) B (47) B (48) C (49) D (50) D (51) C (52) B (53) C (54) B (55) B (56) A (57) A (58) D (59) C (60) B (61) C (62) A (63) A (64) C (65) B (66) A (67) A (68) B (69) D (70) A (71) B (72) B (73) A (74) C (75) C.

JUNIOR GRADUATE NURSE

(\$1,620); not over 35 years old; filing open. U. S. Public Health Service, Federal Security Agency, and Veterans' Administration.

Duties Under immediate supervision, do general nursing work in hospital wards, infirmaries, or sanatoria; related duties. Requirements Completion of a four-year-high school course; completion of a course in a recognized nursing school with a residence of two years in a hospital with a daily average of 50 bed patients; registration as a graduate nurse. Those in the final year in nursing school will be accepted if they furnish proof of fulfilling requirements during life of register.

RADIO INSPECTOR (\$2,600)

ASST. RADIO INSPECTOR \$2,000

File by March 4. Age limit: 45. Applicants must be in sound physical condition.

Duties

The position of Radio Inspector is primarily connected with the enforcement of the Communications Act of 1934. These duties will include the inspection of radio equipment on ships, aircraft, and at various land stations. Radio Inspectors must carry between 30 and 40 pounds of testing and measuring equipment; make frequency runs, harmonic analyses; and field intensity measurements; examine radio operators; write technical reports; and similar work. In general the duties of the Assistant Radio Inspector will be to aid the Radio Inspector in these duties.

Requirements

Applicants must have a bachelor's degree in electrical or communications engineering. For Radio Inspector, they must have at least one year's experience in a technical work connected with installing, testing, maintenance, and operation of radio transmitters of 100 watts or more. If candidates do not have a college degree, they can substitute, year for year, any radio experience they have had. However, for both positions, one year or its equivalent technical experience will be required.

In addition to these requirements, candidates for Radio Inspector must hold a first-class radio-telegraph operator's license, or must be able to transmit and receive plain text in the International Morse Code at the rate of 25 words a minute by the end of their probationary period.

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# City Commission's Calendar

## WPA and CWA Are No Go

Work on the WPA and CWA does not come under city service, in figuring continuity of persons recommended for reclassification in the Dept. of Welfare.

The Municipal Civil Service Commission ruled this Thursday at its weekly meeting.

Other important items on the calendar, with dispositions in bold face, follow:

### BOARD ACTION

628. Proposed amendment of Rule V, Section X of the rules of this Commission by striking therefrom paragraphs 6, 7, 8, 9, 10, 11, 12 and 13, and by renumbering the subsequent paragraphs accordingly (No. 508 on 1-31). **Adopted.**

629. Proposed amendment of the Municipal Civil Service classification by including in the competitive class a new part (appropriately numbered) to be known as The Scientific Service (No. 605 on 2-1). **Adopted.**

631. Request of Abraham Walcer that the Attendant-Messenger list be certified as appropriate for certain positions in the subway system and for positions at the Airport. **List approved for Porter (Railroad).**

633. Credits for training in promotion examinations (No. 4743 on 10-18-39; No. 4833 on 10-25-39; No. 5178 on 11-1-39; No. 534 on 1-31). **Adopt Part II.**

634. Matter of disposition of certification of the list for Instructor of Music as appropriate for Music Librarian in the Municipal Broadcasting System. **Withdraw certification and order open competitive exam.**

635. Report on matter of personnel at LaGuardia report. **Reserved.**

636. Request of Assistant Gardeners Eligibles Association that Assistant Gardeners be exempt from rule providing that persons who accept temporary appointments shall not be again certified for a period of ninety days. **Approved.**

638. Proposed reclassification of administrative employees of the Board of Higher Education. **Approved.**

639. Service ratings for the Dept. of Hospitals for the period ended May 15, 1939. **Approved.**

641. Matter of custodial compensation for the unpaid balance of 1937 and for 1938 and 1939 in connection with examinations held by this Commission. **Approved.**

644. Order an open competitive examination for one position. **Ordered.**

649. Cancel applications received for Car Repairman (R.R.) (Car Body Repairing). **Cancel.**

653. Dept. of Welfare. Request to approve retention of services of 15 provisional Supervisors of Training during the month of February, 1940, for the purpose of completing training of appointees from the Grade 3 list. **Approved to Feb. 29, 1940.**

656. Board of Education. Request to approve appointment of five provisional Lunch Room Helpers in that department inasmuch as the department was unable to fill these

positions from the certification of the Porter list; requesting that a more appropriate list than that of Porter be certified for this position. **Certify Attendant Messenger list and stop payroll of provisionals.**

662. Board of Examiners. Request to approve employment of six Assistant Examiners pursuant to the provisions of Rule 5-9-9a. **Approved.**

664. Dept. of Welfare. Request to approve employment of certain Assistant Supervisors, Grade 2 up to and including Feb. 29, 1940. **Approved.**

665. Dept. of Welfare. Request to approve services of four provisional Cooks and one Tailor beyond Feb. 15, 1940, until appropriate lists are certified, and to approve services of 19 provisional employees until Feb. 15, 1940; requesting that certifications be made to replace 15 provisionals in the department. **Approved.**

668. Grant William Gillman a special examination for Master Electrician inasmuch as he paid his fee but received no notice to appear for the examination. **Reserved.**

670. Recommending that the Commission adopt the policy, in connection with promotion examinations in the uniformed fire or police forces, that deductions be made in Record and Seniority for fines and reprimands received during the four years immediately preceding the examination. **Approve with amendment.**

672. Matter of ordering an examination for one position (No. 5903 on 12-13-39). **Approved.**

673. Deny appeals for eligibility to compete in promotion examinations to Car Maintainer, Groups B and G, and Light Maintainer, I. C. O. S. **Approve report.**

675. Request the Borough President of Manhattan and the Budget Director to change the title of Electrical Engineer at \$3,120 per annum to Assistant Electrical Engineer at the same salary so that our eligible list in that

title may automatically be certified. **Certify list for Asst. Elec. Engr., Gr. 4.**

680. Recruiting plan for examination for District Health Officer. **Approved.**

681. Order examinations for two positions. **Approved.**

682. Deny request for city-wide promotion examination to Clerk (Board of Higher Education), Grade 2. **Approve report.**

685. Grant Fireman Michael E. Nealon a special examination for Lieutenant, Fire Dept., inasmuch as he was absent from the promotion examination because of injuries received in the performance of duty. **Approved.**

687. Advising that William J. O'Connor, who appears on the list of persons disqualified for employment in the city service, now employed as Voting Machine Custodian in the Board of Elections, **Stop payroll.**

689. Certify the list for Stationary Engineer to fill one vacancy as Engineer (Steam Operating) at \$2,400 per annum for employment from February 1 to May 31, 1940. In the Board of Education. **Approved.**

690. Approve continuation of services of Messrs. Anolick, Faust, Steinberg, Lew and Zelman as temporary Investigators from Jan. 1 to June 30, 1940, and of Charles E. Greenough as Expert Accountant to June 30, 1940, in the Office of the Comptroller, pending establishment of a permanent bureau in the Comptroller's Office, at which time our lists for permanent service can be certified. (Nos. 63 and 67 on 1-3.) **Reserved.**

691. Report on request of Police Dept. that future examinations for Patrolman and Policewoman include the test for ability to swim. (Nos. 559 on 1-31.) **Reserved.**

692. Report on nature of position of Matron on School Bus, Dept. of Education (No. 447 on 1-24). **Approve until July 1, 1940.**

693. Approve communication to Budget Director requesting that the six positions of Section-Stockman in Dept. of Welfare now occupied by provisionals be reduced to that of Stock Assistant with a salary range of to, but not including, \$1,800 per annum, in order that an existing appropriate list may be certified to replace these provisionals (No. 450 on 1-24). **Approved.**

697. Dept. of Purchase. Request for one promotion examination for that department. **Reserved.**

## Sanitation Man Sample Questions

Below you will find a passage telling of some extra-curricular activities of the Department of Sanitation. This passage appears in bold-face type. Read it over carefully. When you feel that you understand the passage, answer the questions listed directly below it.

Along with city employees from other departments, workers in the Sanitation Department assisted in rescue work following the hurricane of September, 1938. Its activities were centered about helping marooned families in Bath Beach, Rockaway Point, and Williston Park, L. I. After working hours, the department mobilized its forces and equipment. The men transported 200 row boats from Central Park Lake and aided in rescue work. They removed 3,000 trees which were obstructing sidewalks and roadways, and hauled 1,000,000 loads of debris, the aftermath of the storm.

During the truck operator strike the department assisted in trucking medical supplies, food, and other emergency merchandise. It kept 800 trucks ready, night and day, at City Hall Plaza.

- When did the Sanitation Department assist in rescue work?
- Did it do this alone?
- Whom did it help?
- Where were they located?
- What did the department mobilize?
- Where did the men find boats? How many?
- What other jobs did they do?
- What was another example of the department's emergency activities?
- How did it assist?
- How many trucks were kept ready? During what hours?

### Answers to Previous Questions

- It has been greatly increased.
- By the establishment of the School of Instruction.
- Staff members are instructed in the various functions and trained

# Is Your Exam Here?

Below is the latest news from the Municipal Civil Service Commission on the status of exams which attracted 300 or more candidates. The Leader will publish changes as soon as they are made known.

### OPEN COMPETITIVE

**Administrative Assistant Welfare:** Applications have been reopened until Feb. 20. Part 1 of the written test will be held on March 9.

**Architectural Assistant, Grade 2:** Objections to tentative key answers will be received until Feb. 20.

**Assistant Engineer, Grade 4:** The final report has been prepared for the approval of the Commission.

**Automobile Engineman:** Objections to tentative key answers are being considered.

**Baker:** This examination is being held in abeyance pending reclassification of the position.

**Carpenter:** 1,396 candidates will be summoned for this examination, tentatively scheduled for March 16.

**(Electrical Inspector), Grade 2: (Engineering Assistant) (Electrical), Grade 2:** 1,534 candidates were qualified for the written examination, which will be held Saturday.

**Elevator Mechanic's Helper:** 392 candidates filed for this examination, which will be held Friday.

**Engineering Inspector, Grade 4 (B. W. S.):** The final report has been prepared for the approval of the Commission.

**House Painter:** Appeals from tentative key answers are being considered for final report.

**Janitor (Custodian), Grade 3:** Rating of the written examination is in progress.

**Janitor Engineer (Custodian Engineer):** The practical tests have been completed. Arrangements are being made for the oral examination.

**Junior Administrative Assistant (Welfare):** Applications have been reopened until Feb. 20. Part 1 of the written test will be held on March 9.

**Junior Administrative Assistant (Housing):** Part 1 of the written test will be held on March 9.

**Junior Architect, Grade 3:** Rating

of this examination is in progress for 315 candidates.

**Junior Engineer (Civil) (Housing Construction), Grade 3:** Objections to tentative key answers will be received until Monday.

**Junior Statistician:** Objections to tentative key answers will be received until Monday.

**Management Assistant (Housing), Grade 3:** The written test will be held on Feb. 24.

**Management Assistant (Housing), Grade 4:** The written test will be held on Feb. 24.

**Office Appliance Operator:** Final computations are now being made.

**Playground Director (Female and Male):** Appeals from tentative key answers are being considered.

**Research Assistant (City Planning):** 655 candidates were qualified for the written examination, which probably will be held in the latter part of March.

**Sanitation Man, Class A:** The written examination will be held on March 2.

**Seamstress (Women):** This examination is being held in abeyance pending reclassification.

**Social Investigator:** Qualifying orals will be held throughout February and March.

**Steamfitter:** The examination will be conducted simultaneously with the promotion examination for which applications are now being received.

**Stenotypist (Grade 2):** The examination will probably be held in April.

**Structure Maintainer:** Approximately 1,600 applicants were received for this position.

**Title Examiner, Grade 2:** Appeals from tentative key answers are being considered for final report to the Commission.

**Trackman:** The key is being validated for final approval.

**Typewriting copyist, Grade 1:** The report on the final key is being considered by the Commission. Preliminary rating has begun.

### PROMOTION

**Assistant Engineer, Grade 4 (City Wide):** The report on the final key has been prepared for the approval of the Commission.

**Assistant Supervisor, Grade 2 (Social Service) (City Wide):** The written test has been scheduled for March 16.

**Clerk, Grade 2:** The report on the

final key has been prepared for the approval of the Commission.

**Clerk, Grade 3:** Appeals from tentative key answers are being considered.

**Clerk, Grade 4:** Appeals from tentative key answers are being considered.

**Junior Statistician (City Wide):** Objections to tentative key answers will be received until Monday.

**Lieutenant (Fire Dept.):** Objections to tentative key answers will be received until Monday.

**Lieutenant (Police):** Part A and B of the written test is being rated for 923 candidates. The final key for Part C is being validated.

**Park Foreman, Grade 2 (Men only):** The examination date has been scheduled for June 1.

**Stenographer Typewriter, Grade 2 (City Wide):** The report on the final key has been prepared for the approval of the Commission.

**Stock Assistant (Men) (City wide):** Rating of this examination is nearing completion.

**Supervisor, Grade 3 (Social Service) (City Wide):** The written test will probably be held on March 16.

**Climber and Pruner, Labor:** The practical tests will probably be given in March for those who were successful in the written test. Objections to tentative key answers will be received until Monday.

### LABDON RE-ELECTED

Charles J. Labdon, assistant city superintendent in the Dept. of Sanitation, was re-elected president of the Holy Name Society (D. S.) at a meeting of 300 delegates last week.

Also elected by the delegates, who represented 62 districts in Brooklyn and Queens, were Andrew J. Mulrain, John Lehmbek, Arthur J. Gilroy and Philip Gillis, vice-presidents; John McKinley, financial secretary; Joseph Clancy, recording secretary; Frank J. Gannon, treasurer, and William F. McQuirk, marshal.

Delegates at the meeting, which was held at the Columbus Club, 1 Prospect Park West, Brooklyn, also discussed plans for the society's annual mass and breakfast May 12.

## FIRE BELLS

First annual dinner of the Fire Bell Club is set for Thursday at 7 p.m. at the Hotel Martinique, 32nd St. and Broadway. Lewis L. Crane heads the club, and a chap named Branch is chairman of the affair.

"On a hook and ladder truck where would the tiller man be?" a woman was asked on a recent quiz program. "Sitting on top, steering the back wheels," she answered sprightly. Her husband and brother are both tiller men, she told the surprised questioner.

Company commanders are making their quarterly inspection.

Short waves brought an ambulance appeal the other night from the Fireboat McClellan. Three streams were playing on a tug afire in the East River after a collision with an oil tanker.

Here's the inside on the story of Mayor LaGuardia taking in the four-alarmers a few doors from the Engine on Tenth St. in a police car WNYF called car NYC and told the Mayor's aide of the facts. The Chief Buff got to the scene in nothing flat.

Funeral services for Fireman John J. McNamara, Engine Co. 81, were held Saturday. A lieutenant and four firemen accompanied the bier.

Following list of amendments have passed since Nov. 1:  
S. O. 215, Nov. 11, 1939, amendments Sections 402, 403, 422, 442, 492, 512, 628, and 634. Sections E32, 422, E42, T422, T402, T442, E442, T492, E52, and T634 were evoked.  
S. O. 235, Dec. 6, 1939, amendments section 418.  
S. O. 246, Dec. 23, 1939, amendments Sections 50, 180, 216, 223, 256, 282, 416, 419, 420, 421, 425, 426, 435, 442, 457 and 644. Sections T295, T420, T421, E421, T425, T426 and E426 were evoked.  
S. O. 211, Nov. 6, 1939, amendments section 586.

**NEXT WEEK**  
**A Complete**  
**Sample Written Test**  
**SANITATION MAN**



## BULLETIN BOARD

All organizations which have Civil Service interests are invited to make The Leader's Bulletin Board their own official bulletin board for the announcement of meetings, entertainments, campaigns, elections, etc. Send your information by Saturday of each week to The Bulletin Board, in care of The Leader.

### LETTER CARRIER'S PLAN GALA ANNUAL BALL

The New York Letter Carrier's Association will stage a gala affair on February 24, at 8 p. m. in Manhattan Center, 34th St. and 8th Ave., it was announced yesterday. The occasion will be the association's 51st annual Entertainment and Ball.

A distinguished group of entertainers have been engaged for the evening. Whitney Roberts, Broadway favorite, will act as master of ceremonies and Fred Spiegel and his 16-piece band will furnish music for the affair. All proceeds will be given to charity.

In addition to the Letter Carriers, other Postal employees will attend the ball. President William F. McHale has invited U. S. Senator James M. Mead, Postmaster Albert Goldman and his staff, local congressmen, and other officials to attend.

The committee in charge of the affair consists of Edward H. Rockwell, chairman; Isadore Salmons, secretary; William Knoll, Sam Scherzer and William Weidinger.

### SQUARE CLUB LADIES' NIGHT

Ladies Night has been set for April 5 by the Municipal Square Club, Nat Canter, president of the club, announced yesterday. The affair will take place at Masonic Hall, Sixth Ave. and 23rd St., Manhattan.

### SPECIAL P. D. ASS'N MEETS FEB. 27

The Special Patrolman's Eligible Assn. will meet at 8:15 p. m. Tuesday, Feb. 27, in the auditorium of the Washington Irving High School, Irving Place and East 16th St., Manhattan.

### Irish Groups Plan St. Patricks Events

The Irish American Assn. (D.S.) will meet Thursday, Feb. 15 in Germania Hall, 160 Third Ave., Manhattan. The members will discuss participation in the St. Patricks Day Parade to be held on Fifth Ave., March 16.

### Holy Name Memorial Mass

The annual Memorial Mass for the deceased members of the Holy Name Society, New York City Fire Department, Borough of Brooklyn and Queens, was celebrated yesterday, February 12, at 10:30 a. m. at the Church of the Holy Family, 13th St., near 4th Avenue, Brooklyn. The Reverend Merritt E. Yeager was celebrant.

### DANCE PLANNED BY ATTENDANTS

Plans for an entertainment and dance will be drawn up at a meeting of the Watchman-Attendant Eligibles Assn. at 8 p. m., Friday, Feb. 16, at Germania Hall, 16th St. and Third Ave., Manhattan.

Tickets for the dance, to be held March 30, will be available at the meeting.

### CIVILIC CLUB BENEFIT DANCE

A benefit dance by the Civilic Club will be held Saturday night, Feb. 17, at the Mayfair Ballroom. William H. Dover is chairman of the entertainment committee.

Profits from the dance will be used to send needy children to a summer camp.

### FIRE ELIGIBLES SET FEB. 23 FOR MEETING

The Fire Eligibles Assn. will convene at 8:15 p. m. Friday, Feb. 23, in the auditorium of Public School 27, at East 42nd St. and Third Ave. A drive to secure more members is being conducted by the association, and membership cards may be secured from Warren Smith, treasurer, 95-19 116th St., Richmond Hill, L. I.

### NAVY YARD RETREAT

The next Navy Yard Laymen's Retreat is scheduled for Feb. 23-25 at the Bishop Molloy Retreat House,

Jamaica, L. I. John V. Donnelly, Jr., is chairman of the Retreat.

Plans for a Retreat for Catholic women working at the Navy Yard are being made for this Spring, it was announced. Miss B. C. LaFontain and Mrs. Joseph Sagona are in charge of the women's division.

### VETERANS GATHERING SLATED THIS WEEK

The New York Veterans in Civil Service will hold its next meeting Wednesday night, Feb. 14, at the City Court House, 52 Chambers St., Manhattan.

All Civil Service war veterans were urged by William E. Skillman, former State chairman, to attend.

### Office Workers To Meet Next Week

The executive committee of the Association of Civil Service Office Workers (Borough President of Manhattan) will meet Tuesday, Feb. 20 in Room 2034, Municipal Building.

New officers of the organization, elected for 1940, include Lawrence A. McNally, president; Mary O. M. Sullivan, vice-president; Charles A. Lagatutta, treasurer, and Anna M. Kelly, secretary.

The group recently protested to the Civil Service Commission and to Mayor LaGuardia against the reduction of salary grades by \$59.99.

### LEGION BALL

A Mountain Camp dance will be held Saturday night, Feb. 24, under the auspices of the Kings County American Legion, in the ballroom of the Flatlands Post clubhouse. Co-operating in the dance are Brooklyn Borough President Post and the William E. Sheridan Police Post, both made up of Civil Service employees.

Proceeds from the dance will be given to the American Legion mountain camp at Tupper Lake, N. Y.

### LEAGUE DANCE

Plans for bi-weekly dances will be discussed at 6 p. m. Sunday by the members of the Junior League of the Civic Center Synagogue at 10 Lafayette St. President Sidney Z. Searles will preside.

### Other Scheduled Meetings

★ Meeting of the Negro Benevolent Society (D.S.): 8 p. m. Wednesday, Feb. 14, at 252 West 138th St., Manhattan.

★ Meeting of the Typewriter-Bookkeeper, Grade 3, Eligibles Assn.: 5:30 p. m. Tuesday, Feb. 13.

★ Meeting of the Stationary Engineers' Eligibles Assn.: 8 p. m. Wednesday, Feb. 14, 1221 Sheridan Ave., Bronx.

★ A report on the Budget hearing in Albany, held Feb. 12, will be delivered at a meeting of the New York City Teachers' Assn. at 4:15 p. m. Wednesday, Feb. 14, in Room B, Hotel McAlpin.

★ The Patrolman's Benevolent Assn. meets 10:30 a. m. Tuesday, Feb. 13, at the Hotel Commodore, Joseph Burkard, president, announces.

★ Next broadcast of the Police Glee Club over WNYC: 4 p. m. Saturday, Feb. 17. The Police Band will play a concert the following Saturday, Feb. 24, at 4 p. m.

★ Next meeting of the Twenty-Year Men's Assn. (F.D.): Monday, Feb. 19. Announcement by John Gilmartin. - Because of Lincoln's Birthday, the meeting of Feb. 12 was not held.

★ Excelsior Council No. 90 (Civil Service Forum): 5:15 p. m. Tuesday, Feb. 13, Room 500, State Office Building, 80 Centre St., Manhattan, Tuesday.

### Employment Managers Will Meet Thursday

The next regular meeting of the New York State Employment Managers' Assn. will be held Thursday night, Feb. 15, at local office 511, 259 W. 14th St., Manhattan, it was announced yesterday by President Robert F. Green.

## NEXT PATROLMAN—FIREMAN EXAMS

Those interested should start NOW. Formal education is not necessary.

THE DIRECTORS OF THIS SCHOOL HAVE PERSONALLY AND SUCCESSFULLY PREPARED THOUSANDS OF MEMBERS OF THE POLICE AND FIRE DEPARTMENTS FOR EXAMINATIONS, ENTRANCE AND PROMOTION.

The highest mental man on the present PATROLMAN, P.D., eligible list, Richard F. Sullivan, was a student at this School. Many of our students received 100% on the physical test.

We SPECIALIZE in these courses. They consist of class lectures, home study, written trial examinations and individual attention to each student.

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## SANITATION MAN \$20

The same thorough, careful and individualized preparation, mental and physical, to date of the examination for the SPECIAL FEE OF ONLY \$20 PAYABLE IN INSTALLMENTS. The fee includes both mental and physical training.

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## No College Clerk Promotion Test

The Municipal Civil Service Commission last week turned thumbs down on a request for a city-wide

promotion exam to College Clerk. The Commission will go ahead with its plans for a competitive test for the position. Filing is now open for the Clerk exam which is open to college grads and those who graduate by June, 1940.

## JR. PROFESSIONAL ASSISTANT

Lectures: General Test, Thursday, 6:45; Legal Asst., Monday, 7:30; Jr. Chemist, Monday, 6:45; Jr. Statistician, Wednesday, 6:00; Jr. Biologist, Tuesday, 6:45; Jr. Public Welfare Asst., Monday, 8:15; Jr. Administrative Tech., Tuesday, 6:00; Jr. Engineer, Tuesday, 8:15; Jr. Information Asst., Monday, 6:00; Jr. Meteorologist and other options. Also special classes for those who cannot attend regular classes. Last Exam (1939) MONDELL STUDENT passed as high as 98.33.

CITY EXAMS—Electrical Insp., Jr. Administrative Asst. (Welfare), Housing Management, Carpenter, Steamfitter, Rammer, Senior Accountant (Auditing and Housing Control), Supt. (Asphalt Plant) Driller, Marine Stoker, Jr. Administrative Asst. (Finance) (Housing), Clerk, Piper Caulker, Jr. Arch. Draftsman, Gr. I. Engineer (Sanitary), Foreman Plumber, Planning Exams, Mech. Drafts. (Heat and Vent.), Subway Exams, Sanitation Man, Bookkeeper-Accountant, College Clerk, Park Foreman.

FEDERAL EXAMS—Editorial Clerk, Jr. Engineer, Engineering Drafts., Asst. Insp. of Bolders, Asst. Insp. of Hulls, Stenographer, Typist, Postal Clerk-Carrier, Projector, Radio Inspector.

STATE EXAMS—Jr. Economist, U. I. Claims Examiner, Exam. of Methods and Procedures, Asst. Valuation Eng., Safety Service Inspector, Asst. Office Appliance Operator (Multigraph), Asst. Actuary, Statistical Clerk, Claims Referee, Clerk.

TUTORING—In Mathematics, Sciences, Drafting, Blue Print Reading, Bookkeeping, Accounting, Preparation for Cooper Union, Colleges, Engineer Licenses, Stationary and Electrical Licenses, Animated Cartooning.

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