NATION'S LARGEST WEEKLY FOR PUBLIC EMPLOYEES

Vol. X—No. 30
Tuesday, August 23, 1949
Price Five Cents

CLERKS SPEAK OUT

State Program to Train All New Employees Gets Started

ALBANY, Aug. 22 — A training program for State employees who under the new formula have been described by Charlie L. Camp,
Chairman of the New York City Civil Service Department, as "one of the most significant and far-reaching steps yet taken toward the Commis-
sittee's objective of optimum job performance and high employee morale throughout the State service.

Applications will be received for
Patrolman Applications
To Be Received Dec. 1 to 20

The change gives the youngsters a break, as age 20 is the minimum age for application. Provisions are made for
Closing date is four days later.

The theory of events, together

CIVIL SERVICE LEADER

America's Largest Weekly for Public Employees

State Pay Hearings
Begin Again

Applications will be received for Clerk, Grade 2, jobs from Tuesday,
November 29, Samuel G. Quill, NYC Directors of Civil Service, an-
ounced, and the written test will be held in December, probably during Christmas holiday.

DON'T REPEAT THIS

O'Dwyer Sees
Career Plan As Historical
Achievement

SO COMPELLING is the case for a
higher salary Plan, and so formu-
lized for the maximum support be-
that no attack, however shrewdly
directed, can deface achievement of
its purpose.

The trend of events, together with the internal requirements of a plan which is a billion-dollar business, plus certain psychologi-
cal conditions, lead irresistibly to
this conclusion:

1. The Mayor has a sense of
where he stands behind him on
achievement which is so complete
that in many instances demands
the service of a chief of police or
a half dozen epileptics.

2. The City's present job-
system is a demonstration
parchment to a fantastic patch-
work which has grown to
impossibilities so as to be in
many instances,
shameful; and
who suffer enormously. An over-
riding necessity is a step to
some essential improvement.

3. The civic organizations are
now in a position of
strength.

4. The four daily newspapers
which have so far taken
(Continued on Page 8)

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Firemen,
Potent Civic Groups
Back NYC Career—Salary Plan

depends on the people's

THE N.Y.C. EMPLOYER

Probation
Period Passes
Problem

By H. L. BERNARD

As a result of the recent
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Southern Conference Plans For Coming Year Announced

Broad Program Arranged for Sept. 10 Meeting

The leadership of Francis M. MacDonnell, president of the Southern Conference of The Civil Service Leaders Association will meet in Westfield State Farm on October 20 to prepare a far-reaching program, including a discussion of the conference's position on government codification for consideration at the annual meeting in Philadelphia. A general statement of what will be accomplished at the meeting will be as follows:

"To be elected at the October meeting." said Chairman MacDonnell.

"We shall discuss our conference plans for the fall and winter." said Chairman MacDonnell.

"We shall organize all our efforts behind the Association's bill for an age, and a minimum retirement plan, so we feel confident that the bill can be enacted at the next session of the Legislature. The bill applies to members of the State Retirement System, whether employees of the State or of any divisions, such as counties and cities.

"The campaign for the Mitchell-Jack program, which preference section of the State constitution was added by popular and elected by the people, is accomplished by personal visits, mailing and speeches. Activity is conducted by the chapters that are members of the Conference, as well as by the Conference itself.

"Greater in U.S. than the preceding one will remain 100 per cent behind the Association, the greatest Association of civil service employees in this country, and which is on the way to scale even greater heights than ever before."

The September 10 meeting will be opened by Chairman MacDonnell at 2:30 p.m. and is expected to last until 5 p.m., when a clambake will be held by the chapter president.

The Westfield State Farm chapter of the conference will be the Chairman's host, under the guidance of Everett H. Quinn, chapter president.

September 5 Last Date for Invitations

The last day for the submission of invitations to the Mitchell-Jack campaign is September 5. The last date for receipt of reservation for the Mitchell-Jack clambake is September 9.

Invitations have been sent to state officials and officers of the Association, of other conferences and of chapters.

State Does Record Job In Testing for Purchases

ALBANY, Aug. 22 — New York State, which buys more coke mix at one time than any other state in the union, is using a test in the coke in a lifetime, doesn't have its latest in coke testing. Raymond J. Roohan, Associate Analyst for State Conservation, is a product of four other chemical tests, conducted by a number of different persons on the State's coke testing.

Many changes are in charge of a little-publicized laboratory in the State Conservation and Purchase, which is the "buying agency" for New York State, supplying State departments and institutions with everything, from buns to fruit gels.

This office of five employees is charged with seeing that the coke for the State's industries is of the highest quality, and that the samples, tested, become the same standards, and that the coke is used for the same purposes, or the coke in the operating department.

Mr. Roohan is a member of W. C. "Artfully," Mr. Roohan said, "is the greatest majority of items, which,

What the Plan Is

The plan of coke testing calls for a continuous three-period inspection, a system conducted with operating department, and at the same time, covering a general orientation to government service in New York State, which is very much to see that the new employees are given every opportunity. The coke is used for the same purpose, and we shall be in contact with the State Conservation and Purchase Office.

The sampling is conducted by the State Conservation and Purchase Office. The Coke Conservation and Purchase Office will help and advice with the coke in the operating departments, and we shall be anxious to give the new employees every orientation to government service in New York State.

Immediate induction training and training by the supervisor of the unit to which the new employee is assigned will be carried out by the operating departments. The Conservation and Purchase Office will advise with some respect to the orientation, and the coke will be located in the operating departments.

When Mr. Roohan started out for his testing career for the State, he had to work with some difficulty in picking up the sample from the Department of Agriculture and Markets. Now he is in charge of a laboratory, whose work is usually as much as 5000 cokes.

Because of the nature of the work, a change in the equipment of the state has been made by staff members in order to get the best results of the work. The staff faces new problems every day, and the coke testing in the laboratories of its kind in the state.

Complete Guide To Your Civil Service Job

NELS L. KENT, 102 N. Waverly Rd., New York City

Get this complete guide book and learn how to land your dream job. The Complete Guide To Your Civil Service Job is written by career counselor Nels L. Kent and general manager Mortimer Talmage. It's only $1.

CIVIL SERVICE LEADER

LEADER BOOKSTORE

727 Dimes, New York City

Please send me a copy of "Complete Guide To Your Civil Service Job" by Nels L. Kent and Mortimer Talmage. I enclose $1 in payment, plus 5¢ for postage. Name

Address

What Employees Should Know

By THEODORE BECKER

Determining the Quality of a Probationer's Service

WHEN a civil service commission certifies you as eligible for appointment to a position, it means you have met the minimum qualifications for that job. You will succeed on the job. The legislation of the State, however, places the question, that such probability of success may not be accurate in some cases. Accordingly, it has provided the civil service commission with an administrative rule to see if you really are qualified for your job.

The periods of probation are fixed in your employment contract. They apply to veteran and to non-veterans alike. It is a condition of your employment that you pass each period of probation. Although you are entitled to that period of incompetence or on the other hand, after your probationary period, you may be discharged with notice at the conclusion of such term. You are entitled to charges in the former cases because you should be given a chance to complete your probationary term in the first case, and you have, if you successfully complete your term in the second case. But in the event of your probable period you have had no opportunity to prove yourself. If you are then found wanting, all is not as it is indicated and it is not necessary that your services have been bad, for such charges are not limited to such charges, and no longer are required.

Probationary Period

One probationer, a Probationary Period office boy, not a probationer, had begun a new job — at a rate of 30 minutes per hour. He had not prepared himself in any way for the job. However, he had not complied with the State Civil Service Commission. Mr. Roohan is in charge of a laboratory, whose work is usually as much as 5000 cokes. It is a change in the equipment of the state that has been made by staff members in order to get the best results of the work. The staff faces new problems every day, and the coke testing in the laboratories of its kind in the state.

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Police Man Replies

by Dr. Frank J. Tolman
President, The Civil Service Employees Association, Inc., and Member of Employees' Merit Award Board.

YOU ARE THE BOSS

LAST WEEK I asked your personal interest and action in determining the policy of the Association for the coming year. I stated my belief that the power and potency of the organization depends upon your understanding as a member on your officers and the staff association.

First in importance among our objectives I put the protection and extension of the merit system, that great plan of public employment to which the Negro now contributes so largely.

In my opinion the present peril to the merit system is due to the intrusion of a modified spoils system in a somnambulistic civil service seriously disrupted and disorganized by war and other conditions. The unhealthy dilution of public service has been brought about (1) by the appointment of an army of temporary and provisional and exempt employees, (2) by the more recent selection and certification of appointment of competitive employees by tests so low as to be virtually no tests at all, and (3) by the illegal appointment of non-competitive where competitive is mandated by the constitution, (4) by the appointment through extra-legal preference of children and others by means of personal selection of disabled and non-disabled veterans over non-veterans with a higher rating in examinations.

More Competition, Less Pity

The next major step in the project of the civil service, in my opinion, is more competition and less pity in obtaining public service. The people demand the opportunity for earned promotion for all up to but not necessarily including top policy forming positions. The best civil service is to be based on a merit and fitness system including competition and elimination as a basis of promotion, and a real career opportunity for those who can best serve the people. If this battle is won, the interest of the people in the merit and fitness system will be deepened and support of civil service will be strengthened.

The Public Employee

Plea for Mitchell Bill

If the friends of civil service wish to fight to continue veteran preference in fairer form over those who propose the non-disabled veteran lose everything in order that the disabled veteran may save everything — if this fight is won it will might well prove the first step in a campaign of gradual improvement in the status of the disabled veteran and a real career opportunity for those who can best serve the people. If this battle is won, the interest of the people in the merit and fitness system will be deepened and popular support of civil service will be strengthened.

Assn. Procedures

Surveyed on Field Trip

VITAE PLAINES, Aug. 22 — A visit to the capital of New York State has been made by representatives of the Assn. of Civil Service Employees in accordance with directions of the Board of Directors. The annual meeting in October, at which representatives of the Association will hold a number of central chapters with representatives of the local chapters in those states which have no central chapters, will be held at a number of central rather than at the state capital under the direction of the Assn. of Civil Service Employees, Inc., which is under the guiding of the Board of Directors. The purpose of the Association is to survey public service, to promote the interest of the civil servants and to organize the meeting of the Association in the various states.


Janet Macfarlane Declines To Run Again for Secretary

Janet Macfarlane, Secretary of The Civil Service Employees Assn., has announced she will not run for re-election. Miss Macfarlane, who was elected to this position in April, 1944, was re-elected at the January, 1945, meeting of the Association.

In her letter of resignation Miss Macfarlane states that she will not run for re-election as she is unable to fulfill her duties.

Miss Macfarlane's Letter

"I miss you very much as the chairman of the nominating committee, and the last meeting to which I was able to attend was the meeting of the nominating committee last year.

I appreciate very much the confidence that you have placed in me in naming me again as a candidate for the office of Secretary of the Association, but I feel I must decline the nomination.

The fact is that last year, because of the heavy work load and other responsibilities I had, I was unable to attend the meetings of the Association, and I am not able to attend the meetings of the Association, and I am not able to attend the meetings of the Association.

I am therefore unable to serve as Secretary until next year, and I shall be glad to accept the nomination again if you are unable to find another candidate who will accept.

Thank you for your understanding in this matter, and I look forward to the day when I can again serve as Secretary of the Association."

J. Walter Mannix

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Tentative Agreement Reached On Waging Maintenance Tax Suit

Metro Conference to Wake Mitchell-Bill Campaign

Plans to Be Discussed for Getting Age-55 Pension Law Enabled

Energetic support of the Mitchell bill to amend the veterans preference law and a plan of campaign to get the age-55 retirement pension for veterans was given by Labor Employees Association officers at the recent meeting of the conference. Dr. Frank C. Hoffman, on leave from the Civil Service Employment Service, was the speaker. Mr. Hoffman said that the Association was fighting to get the pension law for veterans. It is a tax-exempt organization.

The tentative agreement was reached at the last meeting of the organization at which the Association was fighting to get the pension law for veterans. It is a tax-exempt organization.

Albyn Fetes Its New Chief

London, Aug 23—Employes at Albion Hospital held a special reception to welcome a new Superintendent of that institution. Fred. Brumby, professor, was arranged by the board of The Civil Service Employment Service.

With Mr. Brumby on the platform was Dr. Henry J. Metzger, president of the board of the Albion Hospital. Among the guests were: Mrs. Eliza B. Brumby, the wife of Dr. Metzger.

The meeting was held on Friday night, Oct. 4, 1945, at the hospital.

The following candidates were unanimously selected by the Various Committees:

Vice-President: Alice Leiserman.

For vice-president, Richard A. Metzger.

For secretary, Eleanor McLean.

The election of officers will be held at the meeting on September 25, 1945, at 7:30 p.m.

Our new furniture began with a steady advance...
ensagem the cooperation of other officials for comparable work. Such a salary study should aim at the city service. 

Kevin reports that qualified personnel to the improvement of civil service administration. 

While believing that the State has improved its examination procedures, further improvement is needed in prominence and채 including the needs of individual jurisdictions. Examiners are striving for the utmost in practicality and realizability so that they may adapt and improve the civil service for the fellow citizen.

Better Public Relations

The State has abolishment of the goal of a sound public personnel program in which civil service administrators are required to adopt plans and otherwise improve municipal working conditions. 

"There is," he declared, "no excuse for a Civil Service Commission to be operating under inadequate or unsuitable qualifications, and yet there is something that must be done. But it is a matter of policy for those who are responsible for the well-being of the State to give them the longest training possible."

Personnel Costs Low in State

In its annual report, the Civil Service Board of the City of Portland, Ore., points to the city's standards as an example of how civil service employee for persons in the classified position. Since that amount is only about 10% of the total, it is recommended by the Civil Service Board of the United States as a standard for State and city employees. In the respect, it might be noted that in 1948 the average expenditure of a classified employee of municipal civil service was $4,176. 

Good Public Relations Need Is Stressed

Recognition of the importance of public relations is on the gain, not only among civil service administrators, but in an increasing number of State and city agencies, said Ralph G. King, Commissioner of Public Welfare of Rensselaer County, in a recent speech. He emphasized the value of good public relations as a means of improving the general attitude of social relations and thus increasing the acceptance and efficiency of the public welfare field.

Exams for Public Jobs

For More Details of Any Civil Service Position

Northeastern Trade School and Institute.

No. 363. Attached License, Department of Agriculture and Markets, $2,000, plus five annual increases to $4,170. For $31, requires high school graduation and three years of experience handling livestock in a livestock farm. (Closes Friday, September 16.)

No. 434. Marketing Inspector. Department of Agriculture and Markets, $2,000, plus five annual increases to $4,170. For $31, requires three years experience in the handling of livestock. (Closes Friday, September 16.)

No. 253. Dairy and Food Inspector, Department of Agriculture and Markets, $2,000, plus five annual increases to $4,170. For $31, requires high school graduation plus three years' experience in the dairy and food inspection. (Closes Friday, September 16.)

No. 702. Patrolman. Department of City and County, $2,000, plus five annual increases to $4,170. For $31, requires high school graduation and one year of experience handling livestock in a livestock farm. (Closes Friday, September 16.)

No. 384. Principal Account Clerk, State Departments and Institutions, $1,400, plus five annual increases to $4,170. For $31, requires high school graduation and one year of experience handling livestock in a livestock farm. (Closes Friday, September 16.)

No. 364. Cashing Clerk, State Departments and Institutions, $1,400, plus five annual increases to $4,170. For $31, requires high school graduation and one year of experience handling livestock in a livestock farm. (Closes Friday, September 16.)

No. 234. Clerk, State Departments and Institutions, $1,400, plus five annual increases to $4,170. For $31, requires high school graduation and one year of experience handling livestock in a livestock farm. (Closes Friday, September 16.)

No. 256. Attendant License, Department of Agriculture and Markets, $2,000, plus five annual increases to $4,170. For $31, requires high school graduation plus three years' experience in the dairy and food inspection. (Closes Friday, September 16.)

No. 304. Principal Account Clerk, State Departments and Institutions, $1,400, plus five annual increases to $4,170. For $31, requires high school graduation and one year of experience handling livestock in a livestock farm. (Closes Friday, September 16.)

No. 273. Attorney. Department of Agriculture and Markets, $2,000, plus five annual increases to $4,170. For $31, requires high school graduation plus three years' experience in the dairy and food inspection. (Closes Friday, September 16.)
CIVIL SERVICE LEADER

TUESDAY, AUGUST 23, 1949

U.S. Exam Fraud
On Public Goes on

CIVIL SERVICE LEADER

(Continued from Page 1)

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galaxy of support. The New York Post, The New York Telegram, and The New York Mirror, are all solidly behind the

CIVIL SERVICE LEADER

The Opposition

What about the Opposition?

None has revealed itself out

of the opposition. Within those circles, opposition to the project, cannot take the criticism that the

project, cannot take the criticism in the New York Times in the New York Post, or in the New York

mirror, to any gain which it could possibly

achieve.

In another form, the opposition is not taking on the terms of a broad, national, political

campaign, but it is certainly

That the project is the one

reform which has been

sought for a long time,

heralding a new era in

the history of the city's

civil service. According to

the Commissioner, the

project would

make possible

the creation of a new

type of civil service

employees will require of candidates,

Vermont honeymoon he will help himself at the

manned by new blood, which could

be held for

only by

the most

effective

leaders. And

in the

long run,

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Commission's

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Applications will be received until Tuesday, September 6, for the examinations to fill positions in and near New York and New Jersey, as listed below. Application blanks may also be made, as such vacancies will also be filled, at the Civil Service Commission, Salaries from $46.00 to $4,100.

The first examination announced by the Commission will fill positions in and near New York and New Jersey, too, as an additional examination, which will be held, at a date not yet set. Applications must be filed by September 6.

Location of Positions

Dependent and field positions in Washington, D.C., Alexandra, Va., Alexandria, Va., and Montgomery and Prince Georges Counties, Md., will be filled from this examination. The following types of positions will be included:

Applicants must be United States citizens of legal age.

1. Alphabetizing. Limited to positions where the employees must handle alphabetic materials, such as hand and typewritten material. The type of work is that which would involve a knowledge of the English alphabet and its application to logical sequence and arrangement of names, topics, etc.

Time and Place of Examination.

The examinations will be held at the following places listed below. Applicants will be notified 10 days in advance of the examination of the time and place to which they are ordered.

It is announced that there will be no educational or experience requirements, but candidates will have a written examination in the following subjects: Reading, Writing, Arithmetic, Algebra, Geography, Current Events, Grammar, History, and Government.

Physical Ability.

A physical examination will be required of every applicant. The examination will include test for vision, hearing, and the general physical condition.

A Federal clerk traveling in a position in the competitive civil service, at a salary above the basic entrance salary for the position in which he is appointed or classified from this examination, may continue to receive his current salary rate if he is not found acceptable for the position in the competitive civil service, at a salary above the basic entrance salary for the position in which he is appointed or classified. Such appointments are subject to a deduction of 6 percent for the benefit of the civil service retirement fund.

How to Apply.

For the written examination, the number of applicants for whom accommodations are found will be announced, and the lowest salary you are willing to accept.

Applications may be obtained by writing to the Civil Service Commission, Washington, D.C., or from any of the offices mentioned above.

Applicants must be citizens of the United States.

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Applicants must be United States citizens of legal age.

Subscriptions to The Leader.

Amounts to be filled.

Are you eligible to take the examination?

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EXAMS FOR PUBLIC JOBS

STATE

Open-Competitive
State Board of Accounts
Position: Accounts Clerk
Salary: $2,000 per year
School: High school
Applicants must have completed four years of college.

New York City Office of Finance
Position: Office Assistant
Salary: $2,500 per year
Applicants must have completed two years of college.

New York City Department of Education
Position: Teacher
Salary: $3,000 per year
Applicants must have completed four years of college.

VA Allowance Agents
Position: Clerk
Salary: $2,000 per year
Applicants must have completed one year of college.

NYC Clerk Written Test
To Be Held in December

More Than 10,000 to Complain Sanitation Man Physicals

The medical tests for the Sanitation Man examination will include a physical examination, which will be held for all persons who have successfully passed the test. The physical examination will include a test of hearing, vision, and the ability to perform manual labor. Applicants should wear comfortable clothing and bring a sample of their physical fitness to the examination. The tests will be administered by medical professionals who will be on hand to answer any questions.

State U.S. Army Aid Youths to Jobs

As Gun-Makers

A two-year course, directed at training young men in the mechanical arts, is planned by the State Employment Service. The course will be given at the State Vocational Technical School, and will cover the fundamentals of mechanics, ventilation, and heating. Students will also learn blueprint reading and drafting.

Study Material for Mail Handler Exam

To be held on the first day of the new year, the examination will test the applicant's knowledge of the duties of a mail handler. The examination will consist of 100 questions, each worth 1 point. The applicant must answer at least 60 questions correctly to pass the examination.

Inside Facts on golf Exam

(Continued from Page 2)

The penalty is $100. There are no exceptions. Applicants must also pass a physical examination, which will include a test of vision, hearing, and general physical fitness.

STATE

Promotion

New York City Office of Finance
Position: Office Assistant
Salary: $2,500 per year
Applicants must have completed two years of college.

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NFPOC is Dissatisfied With Amended Postal Bill

Dissatisfaction with the reduced benefits proposed in amended postal bill was expressed by Patrick J. Fitzgerald, president of Local 10, New York Federation of Office Clerks, in a statement.

Postal employees throughout the country have been hit with a vacuum, as far as their personal situation is concerned. They are not being helped to cope with the high cost of living, which contrary to reports, show no decline. Men with many years of service have not been recognized by promotion to their proper grades for more than four years and are in the dark as to where they have no hope of ever obtaining advancement before retiring. Where vacation time rolls around, postal employees are often deprived of the lack of appreciation accorded them when they note other Federal employees getting 26 days leave.

The postal employees are seeking passage of the original H.R. 1635 bill to provide a $150 annual salary increase, equalized vacations and sick leave with other Federal government personnel.

Immediate credit for past service to salary grades to senior employees and allowance toward purchase of uniforms where required by the service.

Conservation Aid Test Is Open Indefinitely

An examination has been opened by the Board of U. S. Civil Service Examiners, Department of Agriculture, Atlanta, Ga., to fill Conservation Aid positions for duty in the Soil Conservation Service of the Department in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia. The position carries an annual salary of $2,254 and $3,724.

Advise on How to Win Given to Career Group

(Continued from Page 1) employees directly, though those two points of view often run parallel.

Commenting on the Career Employ- 

ers Association's study of the Federal Service, Mr. Watson advised that while there are some specific parts of the reforms proposed that can be made within the merit system, and that the specific system and the adoption of the reforms proposed by the Hoover Commission on Organization of the Executive Branch of the Government.

Israel H. Stillman, president of the Federal Career Employees Association, had another view on the meeting, which closed with a question-and-answer period.

FEDERAL NEWS

Page Ten

Tuesday, August 25, 1949
Uniformed Forces Back Career Plan

(Continued from Page 1) 11

(Continued from Page 11) 4

The Union in giving to the proposed Career

Dwight's name as a great achievement

The plan was Frederick G. Wendt, acting secretary, Pe-

At present he will have the support of the great

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NEW YORK CITY NEWS

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NEW YORK CITY NEWS

Uniformed Forces Back Career Plan
CIO Group Counters UPW, Takes Stand For Career Plan

The objective has been almost completely accomplished, as the workers are represented in the discussions. The conclusion, the Committee stated, was not entirely due to the employees groups. Such remarks on the part of the City officials presaging that the employees themselves have not been heard in the City could get the money only added to the powerful argument of the fundamental purpose of the hearing, namely the safeguards required by the employees, the Committee stated.

There has been the take-up in the City that the Board, the Mayor, and Edward J. Barry, CIVIC EMPLOYEES UNION, CIO, has been appointed to an important

The Committee stated.

The employees themselves have the greatest stake in an efficient Civil Service. At the same time, realizing the dangers which might arise from any job survey, the Committee will insist upon a number of safeguards and the creation of a permanent organization with full employee representation which will have to be done, so it is urged. It must be done efficiently.

The Committee stated.

One of the safeguards which the Committee will urge is that in their dual role as citizens and employees, they must take a positive stand in favor of the workers' overrepresentation, which if properly administered will straighten out the nitty-gritty of the City's personnel policies. The employees themselves have the greatest stake in an efficient Civil Service. At the same time, realizing the dangers which might arise from any job survey, the Committee will insist upon a number of safeguards and the creation of a permanent organization with full employee representation which will be strong enough to see to it that the safeguards are enforced. It was stated.

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For A Civil Service Job

1. Complete Guide to Civil Service Jobs — 25 pages of sample civil service tests; requirements for 600 jobs; $1.00
2. Handbook for New York City Employees — Rules, regulations, promotions, health, sick, and passing grades; 1949, $1.00
3. How to pass a civil service physical examination — $1.00
4. How to prepare for a Civil Service Test — A study manual with hints on how to prepare for any civil service test; 1949, $2.00
5. Civil Service Arithmetic & Vocabulary — A special training book for all civil service tests; 1949, $1.00

To Pass Those License Tests

1. Oil Burner Manual — Test widely used in schools. $2.50
2. Oil Burner Handbook — Guide to installing industrial and domestic burners. $2.00
3. High School Diploma Equivalency Test — To prepare yourself for the high school diploma. $2.50
4. Employment Interviewer — A new book for the current test. $2.00
5. Practice Tests for All Jobs — Practice material, study booklets, mechanics, etc. $2.00

For a Better Job

1. The Art of Effective Speaking by Abbe Baataia — A guide to becoming a better speaker. $1.00
2. Handbook for New York City Employees — Rules, regulations, promotions, health, sick, and passing grades; 1949, $1.00
3. High School Diploma Equivalency Test — To prepare yourself for the high school diploma. $2.50
4. Employment Interviewer — A new book for the current test. $2.00
5. Practice Tests for All Jobs — Practice material, study booklets, mechanics, etc. $2.00

For Promotion Exams

1. Practice for Civil Service Promotions — An index book for the Civil Service tests used in New York City. $1.00
2. Hydraulics for Firemen — A basic book on an essential subject. $2.00
3. The Policeman's Textbook — A basic book. $2.00

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97 Duane St., N. Y. 7, N. Y.

Please send us book numbers above:

1. check on each money order for $2.00
2. send in check or money order for $2.00

Fire Dept. Annual Report Lists Gains

Plans for the future, as well as accounting of the advancements made in the Fire Department, are included in the annual report of the Fire Department. A copy is being submitted to Commissioner Frank J. Keating by Mayor William O'Dwyer. The report consists of 150 pages, with facing red and white endpaper, and without the Fire Department's usual score of red and white diagrams. The report provides a detailed accounting of the department's accomplishments for the past year.

A new Fire College and training school in Brooklyn, where 500 firefighters are being trained, is also included in the report. Improvements in equipment and new installations in two-way F. M. radio in the police and fire departments, and in the care of Battalion Chiefs, Captains, Lieutenants, and other officers, are also detailed in the report.

Extension of facilities of Queens Central Office — made necessary by the growth of that borough. Rehabilitation of Manhattan Central Office to improve conditions for operating personnel and to provide space for control equipment for the proposed new substation.

Installation of underground conduit and cable to reach aerial fire alarm wire throughout the city

Redesigning of combustible per- sonnel and equipment and fireproof and fire-resistant equipment to be handled by the city. Installation of Maximum Efficiency and Morses radio equipment for transmitting the report. Commissioner Keating said that the report is due to be printed soon as the department's records are complete.

The report also includes a description of the department's activities in the past year, including the handling of fires, the use of equipment, and the training of personnel.

The report is available for examination at the City Hall.
CIVIL SERVICE LEADER

NEW YORK CITY NEWS

Muesle Asks Fains Career Study
Has Got To Be Made -Brueck

Speaking for the Uniformed Fire
Officers Benevolent Association, Fred¬
eric J. Musel, strongly backed the
Mayors Executive Career Study Plan.
He told the Mayors committee that
such a study would accomplish great
benefits for New York City. "We have
faith in Mayor William J. O'Dwyer," he
told the committee. "As a result of the
.faith, no salaries will ever be increased
directly or indirectly."

Mr. Musel listed 31 items he
would like the Career and Salary
Panel to consider:...

...The inadequate compensa¬
tion paid to the various office
ranks commensurate with the risk
and hazards involved together with the
technical skill, experience and
responsibility attached to the fire¬
fighting position. Every police of¬
ficer not only shares the extreme
hazards of the firefighting but is also
responsible for the safety of his subordinates and the citizen he serves.
We therefore feel that this is a very
worse than inadequate and inconsistent with his duties and responsibilities and should be increased by at least ten cents a year.

2. All future salary increases should
be on a percentage rather than a flat basis.

3. The compulsory filing of
existing vacancies within 90 days from an appropriate civil service.

5. The continued care and
removes of men who have been
injured in the line of duty and who
have retired on a service pension.

8. Credit and additional com¬
penation for extra service rendered above a members con¬
tractual local agreement with the city, be on a 1/100 basis of $1 for each additional hour or extra tour of duty.

10. Credit for on-duty activity.
ought to be included in the pay
rate. It is the only equitable way to
consider the services rendered by
the employee while in the employ of
the city. The test of a penalty is
whether it is just or not. The penalty
ought to be included in the pay
rate. It is the only equitable way to
consider the services rendered by
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the city. The test of a penalty is
whether it is just or not. The penalty
ought to be included in the pay
rate.

The Mayors committee is
reserved in the matter of intent and intent of the proposal.

The committee is prepared to
move forward on the basis of the
recommendations of the Mayors
community committee.

Also, the recommendation of the
pension plan should be referred to the
Committee on Finance and
Commissions.

...The Ultimate Test

The probability period, to
prosecute, a trial and most
unusually, as, in the examination
process. It is the ultimate test
of the chaotic administration of
duties at a lower grade of
service. The Mayors committee
ought to be about a reduction in
working hours. The city has
passed its limit in the number of
people last November. Where it
has been authorized, empowered and directed to appropriate suf¬iciently. Our committee will
establish this and furnish the neces¬
sary additional personnel.

...EXCLUSION OF WORKERS ON THE BASIS OF DISABILITY...

...EXECUTIVE COMMISSIONER..."We believe we have been somewhat
telemetrically in this plan. We can only conclude that the vote of the
committees and the City of New York,
since that the Mayors committee
should be referred to a special
committee, the Mayor's committee
should be referred to a special
committee in the decision of the
Mayors committee.

...DUE TO A NEW PENSION LAW...

...WITH THE EXCEPT OF A SMALL NUMBER...

...THEY SHOULD NOT INQUIRE INTO THE FACTS AND...

...THE TESTIMONY WHEREOF, WE HAVE CAUSED...

...THE PEOPLE OF THE STATE...
Many Employees Enthusiastic for Career Plan

(Continued from Page 12) The LEADER continues this week the publication of the "NYC Civil Service Test" book, which is available at the Leader Book Store, 970 Second Avenue, New York City.

Grime Laboratory
Technician Instructor
Experienced in police crime
detection techniques. Full or part
time positions available.

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All that the name implies is
represented in the Boston Shop...

The HELBONE

SUNDAY, AUGUST 23, 1949
NEW YORK CITY NEWS
Page Fifteen

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NEW YORK CITY NEWS

15 AFL Unions Laud O'Dwyer Career Pay Study Call It a 'Desperately Needed Advance'

Fifteen American Federation of Labor unions have gone officially on record supporting the O'Dwyer Career and Salary study.

New York District Council No. 27, spokesmen for the AFL-CIO, and the American Federation of Labor unions have gone officially on record supporting the O'Dwyer Career and Salary study.

Department Represented District Council No. 27 represents employees in the following departments:

Borough President Queens, Parks, Board of Education, Board of Transportation, Department of Water Supply, Gas & Electricity, Public Works, Health, President Borough of Manhattan, Purchases, Housing and Buildings, Hospitals, Fire, Fordham Hospital, Sanitation and Finance.

The appointment of John T. DeOraft to conduct the study means that the ablest man in the United States has been found to do the job.

The statement made by Henry Frankenstein, president of the District Council, follows:

"New York District Council together with its affiliated unions wholeheartedly endorse Mayor O'Dwyer's proposed Career-Pay Study and, in accordance with his request, are submitting their recommendations for safeguards which thousands of employees affiliated with the District Council consider necessary for their protection.

Recommendations Listed:

1. We recommend that organization of the study shall provide for the assignment of a technical director or director of the study, at the direction of the district council, to be responsible for the full direction of a study which will individually classify and determine the career for every function, with salary levels and conditions of employment calculated up to the highest possible level of the employee.

2. We recommend and request that the Technical Director be composed of 8 members; 2 of whom shall be the employees, 3 of whom shall be the mayor, the public, and the employee's association, each of whom shall have the right to make appointments to whom final decisions of the Technical Director shall be submitted for joint approval.

3. We request that the creation of a three member appeal board to consider employees of the representative of the civil service employees involved.

4. Not a Delaying Tactic

"We submit that under this plan, as conceived by the District Council, there is no need to delay decisions until the whole study has been completed.

And further, we recommend that if three months follow the beginning of the study, it appears that the Technical Director is in a position to recommend action to put parts of the program into operation to the 9 member board, such recommendation, selected John T. DeOraft, technical director, for the study.

"This procedure will allow all those concerned an opportunity to check on the progress being made toward speed of completion of the whole plan and will eliminate uncertainties and fears as to the ultimate outcome of the study. By speeding up completion of these hearings the doubts, as to their feasibility and objectives, will be reassured that such recommendations are based on the findings and conclusions drawn from the study. We believe that such mechanisms, when established as part of the program, will provide a method for taking whatever action is deemed desirable by the employees or any other concerned groups within the period of the study in order to prevent any doubts as to the feasibility or effectiveness of the plan that such mechanisms are being established in order to prevent any doubts as to the feasibility or effectiveness of the plan."