JOBS FOR WOMEN
36 Opportunities

POLICE PHYSICAL TEST
IN Exclusive Full Page PICTURES

High School Grads:
Where to Get War Training

PAY RAISE CHANCES
FOR U.S. EMPLOYEES LOOK GOOD

WAR LEAVES FOR NYC WORKERS

SUBWAY GRIEVANCE BOARD
What's Good, What's Bad About It
WASHINGTON.—On the minds of the two million Federal work- ers is the Civil Service proposal.

"Will Congress approve the President's overtime pay plan?"

Chairman Robert Meehan of the New York Times Civil Service Com- mittee has been considering the proposal to be approved without amendments.

Proposed Amendments:

1. That a straight-time bonus be substituted for the time and a half overtime plan.
2. That the overtime plan for Federal workers be considered when 
   the following is substituted: Federal service employees would have true salaries and be paid for
   all hours of work, including time and a half, with full benefits.

3. That the overtime plan for Federal workers be considered when
   the following is substituted: Federal service employees would have true salaries and be paid for
   all hours of work, including time and a half, with full benefits.

4. That the overtime plan for Federal workers be considered when
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   all hours of work, including time and a half, with full benefits.

For details, send a stamped, self-addressed envelope to

CIVIL SERVICE LEADER

2000 Pennsylvania Avenue, Washington, D.C.
LaGuardia Issues Order Liberalizing Leave of Absence Policy for Employees

THIS IS THE MAYOR'S ORDER
ON LEAVES OF ABSENCE.

EXECUTIVE ORDER No. 14

HEADS OF ALL CITY DEPARTMENTS AND AGENCIES:

Subject: Leaves of Absence.

In the past leaves of absence have been announced for the guidance of all departments under the Mayor's direction, and recommended to all other departments for the sake of uniformity.

ORDERED:

I

No leave shall be given in any case where there is reason to believe that the request is for the purpose of avoiding deferment from military service, or to create a condition of vacancies which will exempt a husband or other male relative from military service.

II

Persons desiring to enlist in the armed forces or merchant marine shall be granted leave of absence upon presentation of a certified statement from the military service where an important key man or highly specialized technician is involved, the department head may, of course, persuade him that he is of more value in his city position than in the armed forces.

III

Physicians and nurses should be considered entirely separate and in accordance with the present law and on checking with proper authorities in Washington.

IV

Leaves may be granted to all employees who are to be dropped from the budget and, in the discretion of the department head, to any employee in any title where the leave of absence vacancy may be filled on a temporary basis by an employee who would otherwise be dropped from the city payroll. The Director of the Budget will facilitate the filling of such vacancies, including transfers from one department to another where required. It is a city policy to find vacancies to which persons scheduled to be dropped may be transferred.

V

Employees, both clerical, mechanical, and key men, in departmental organizations may be denied leaves of absence unless they fall in the categories above enumerated, in which case the employee with their services for the duration of the war, without actual loss to the city's essential activities. Attention is called to the fact that while the desire of an employee to render defense service is laudable, the city must carry on its essential functions throughout the war and cannot afford to have its organization disrupted except for the actual and genuine vital needs of the city. Whether in a given case a request from a defense agency or business for release of a city employee represents a vital need must be left to the judgment of the department head.

Frequently it is found that the leave is sought to enable the employee to accept employment in a military situation for which purpose he could have given the employee securely throughout his years of city service, the city is under no obligation to excise his services so as to get through an emergency temporarily. Where such cases are found to be purely for pecuniary gain, that fact shall be taken into consideration in determining the employee's status.

Other categories of employees may be given leaves if the department head believes it to be for the benefit of the city. In the discretion of the department head, the employee should keep in mind the desirability of curtailing temporarily those city services which as yet have not been formu­lated to be dropped. Department heads should be guided by no other than the city's welfare and the city's proper functioning. The department head must find that the position can be left vacant for the duration of the war.

The Mayor last week issued Executive Order 14 permitting such leaves of absence to all accept "engineers, specialists, tech­nicians, mechanics and key men in departmental organizations" and others deemed necessary to the welfare of the city by department heads, who must decide what constitutes a necessary man.

Caps, Fleeces Not Mentioned

The names in which special workers are classified is rapidly taking a page out of the Federal book. The national setup already has brought about conditions creating a "priorities system" for "key workers." An interesting point about the Mayorality order is that no specific mention is to be found of police or firemen among the necessary men. Police and firemen have right long been regarded as necessary to the city's peace and safety.

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Leaves of Absence Policy for Employees

For good writing and good interpretation of employee civil service news, read THE LEADER weekly.

CIVIL SERVICE LEADER

Page Three

World's Fair Site Chosen for Conductors, Trackman Test

Physical examinations for conductor and trackman candidates will be held at the New York World's Fair site, in Flushing Meadow Park, Paul M. Brennan, chairman of the civil bureau of the Commission, and the facilities in the New York World's Fair building will be used for the test. The physical examinations would be based upon the commission of the patriotic physicians in late August.

The test will be given in June, with the results announced by the Civil Service Commissioner, early in July.

Memorial Day

Saturday, May 30, is Memorial Day.

To city employees it will also be known as memorial day—memorable because, for the first time since the war started, Mayor LaGuardia went to the city's Memorial Day holiday to the extent of giving a speech to department heads and the employees the day off. On previous Memorial Days, department heads were "on duty.

B 2 1 Shot

Each employee of the New York City Housing Authority must have 2 1 shot for the promotion test. Eight employees of the Housing Authority took a written test on May 15, 1915, the first part of an examination for jobs as tractmen. (above.) Second part of the competition, a physical test, may be held in the New York City Building in Flushing Meadow Park late this summer.

NO DATE SET FOR TRACKMAN TEST

None have been formulated for the holding of the tests for trackman candidates. The tractmen hold their examination, Saturday, May 23, the last day for their written test. A special test will be given to examine trackmen candidates of the Civil Service Commission, June 13.
Condemn Sharkey Stand On Park Bill

John J. Hughes, president of the Civil Service League, last week charged Commissioner and Major Louis A. Sharkey with encouraging an attempt to get the salary schedule in the Parks Department.

Mr. Sharkey, according to the League, would fastidiously see that the salary schedule in the Parks Department is not revised.

"It would hurt any individual in the Parks Department, if we are to continue to file it," referring to the salary schedule in the Department, "I will certainly move to file it," referring to the salary schedule in the Department, "I will certainly move to file it," referring to the salary schedule in the Department.

Mr. Sharkey added, "It would hurt any individual in the Parks Department, if we are to continue to file it," referring to the salary schedule in the Department.

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### Physical Test for Patrolman Position

#### In Three Parts, Each Counting One-Third

Patrolman candidates: Here's your chance to meet the requirements for this competitive physical examination. Those who have been set for the written test on Wednesday, May 26, will be notified of the time and place for the physical examination. The grades paid the assistant foreman (signal inspector) and include in group 2 under the title of foreman (signal inspector) and include in group 1 under the title of foreman (signal inspector). Candidates from group 2 the title of foreman (signal inspector) and include in group 2 under the title of foreman (signal inspector). Candidates from group 1 the title of assistant foreman (lighting) and include in group 2 under the title of foreman (lighting). Those who are "Passed" or "Conditionally Rejected" must meet the standard requirements for the written test. Those who are "Passed" or "Conditionally Rejected" must meet the standard requirements for the written test.

### The Physical Examination

#### Physical Preparation

- **Cardiovascular:**
  - Resting heart rate: 60 to 100 beats per minute.
  - Maximum heart rate: 180 beats per minute.

- **Respiratory:**
  - Auscultation: Clear lungs.
  - Chest x-ray: Normal.

- **Musculoskeletal:**
  - Range of motion: Full.
  - Strength: Adequate.

- **Neurological:**
  - Coordination: Normal.
  - Reflexes: Normal.

#### Physical Test

<table>
<thead>
<tr>
<th>Part I: STRENGTH</th>
<th>Part II: MILE ENDURANCE</th>
<th>Part III: ENDURANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forearm Press</td>
<td>One-Mile Run</td>
<td>Pull-ups</td>
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<tr>
<td>Squats</td>
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<td>Leg Press</td>
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<td>Sit-ups</td>
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<tr>
<td>Dumbbell Press</td>
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<tr>
<td>Lunges</td>
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</tbody>
</table>

#### Standards

- **Part I: Strength**
  - Forearm Press: 50 pounds
  - Squats: 50 pounds
  - Leg Press: 100 pounds
  - Sit-ups: 20 for men, 15 for women
  - Dumbbell Press: 30 pounds
  - Lunges: 50 pounds

- **Part II: Endurance**
  - One-Mile Run: 10 minutes
  - Pull-ups: 40 for men, 30 for women

- **Part III: Flexibility**
  - Pull-ups: 40 for men, 30 for women
  - Sit-ups: 20 for men, 15 for women

### Physical Examination

- **Physical Preparation**
  - Cardiovascular: Resting heart rate between 60 and 100 beats per minute.
  - Respiratory: Clear lungs.
  - Musculoskeletal: Full range of motion and adequate strength.
  - Neurological: Normal coordination and reflexes.

- **Physical Test**
  - Forearm Press: 50 pounds
  - Squats: 50 pounds
  - Leg Press: 100 pounds
  - Sit-ups: 20 for men, 15 for women
  - Dumbbell Press: 30 pounds
  - Lunges: 50 pounds
  - One-Mile Run: 10 minutes
  - Pull-ups: 40 for men, 30 for women
  - Sit-ups: 20 for men, 15 for women

### Summary

The physical examination is comprehensive and designed to assess the candidate's overall physical fitness. The standards set for each component of the test are designed to ensure that candidates meet the physical requirements necessary for the role of patrolman.
Physical Test for Police Candidates

Probes Strength, Agility, Endurance

**DON'T TRY THIS** if you have stomach ulcers.

First part of the physical exam is the strength test. This is subdivided in two parts, the abdominal muscle lift and the dumbbell lift. In (1) the abdominal muscle lift, the future cop lifts a heavy barbell behind his neck, while raising himself from a prone to a sitting position. His feet are held down. If the candidate lifts a 60-pound barbell, he gets 100 percent. Half of that, thirty pounds is required for the minimum of 60 percent. No more than four chances allowed.

THE LIFTING of an 80-pound dumbbell in each hand (2) brings a perfect score. 80 pounds in one hand, 60 in the other gets you 90 percent. Sixty pounds in each hand brings 80 percent, 40 pounds in each the passing mark of fifty percent. As in the other part of the strength test, no more than four chances are permitted.

NOW THE FUN begins. With the strength test over, the prospective patrolman must combine the better qualities of a second-story man, Ace Parker in a broken field and 12-year-old hookey player dodging the truant officer in what is known as the agility test. In (3) he runs five yards, leaps over a three and a half foot hurdle (4), dashes five yards to a barrier (5), dodges through, runs another five yards to an eight-foot wall (6), climbs the eight-foot wall and, with hair slightly mussed, comes down to earth again, (7). Another five-yard dash brings him to a second three and a half foot hurdle. This hurdle looks exactly the same as the hurdle in (4), so we won't bother you with a picture of it again. Over the hurdle and another five-yard spurt brings him to the four and one-half foot vault (8). If the embryo bluecoat has done all this in seven seconds or less, he gets 100 percent. Anyone who takes longer than 13 seconds flunks. If you knock down a barrier or fall, you have to try again and there's only two chances permitted.

YOU'RE ALLOWED to rest for 15 minutes before you start (9), the third and final part of the competitive physical exam. It's known as the endurance test, and the gent who named it shot is guilty of a slight understatement. It consists of running one mile, ten times around the flat concrete track inside the New York City building in flushing Meadow Parks, the old World's Fair grounds.

10. **THIS IS** what you race against—Time! Future cops who pound this ten-lap beat in five and one half minutes or better get 100 percent. Any candidate who takes longer than seven minutes to run this mile can start looking for a career in a more sedentary occupation, such as journalism, bartending, or politics. (Follow The LEADER for news of clerical, steno, typing and other tests coming up.—Adv.)
State Working on Motor License Test

ALBANY—Still working on the motor license bill passed last October, the State Civil Service Department doesn't have a new hearing at the Motor Vehicle Bureau, on Tuesday, May 19, 1942.

The department explained this week that the bill was used for the rating of the State and city motor license examiners. On the other it is hoped to have the bill passed by the time of the rating and typists examination.

With respect to the motor vehicle bill, the department explained that examiners are required to pass the examination on the Motor Vehicle Bureau to be examined in the State for the rating in the tests. These ratings tests it is hoped will result in faster delays through appeals subsequently.

Joint U. S.-State Pension Studies

ALBANY.—Governor Lehman has vetoed the joint committee bill to handle federal and state pensioners in the future. The governor said that special legislation would be necessary to make any change in the classification of employees who were members of the State Retirement System.

The measure would have affected employees who were more who were transferred to the federal pension board and whose pensions were transferred to the federal board and whose pensions covered by the federal board. The measure was designed to provide for the certification of employees who were called into the service from the State of New York on or before April 5, 1941, who have been issued their federal pension card along with reprimands issued in the past.

Private James A. Derry, of Albany, who enlisted at Fort Totten in April and was later transferred to the Public Relations Office at that post, in civil life Derry had formerly been the Director of Information and Publicity in the New York City Department of Social Welfare, and more recently he had been employed as a field examiner of the New York State Department of Civil Service. Private Derry graduated from the New York City College in 1940, and also attended the New York University Graduate School for Public Service.

Hospital Accepts State Warriors

ALBANY.—Attorney-General John J. Bennett, Jr., has advised the Commissioner of Mental Hygiene that soldiers, sailors and marines who were indicted for service from the State of New York under the Selective Service Act and who have been discharged from service and the commencement of hostilities in the present war on December 7, 1941, may quite properly request in writing that the order has the force of law and you are entitled to any benefit you are entitled to in respect of your authority whose car is used for the public service.

Your Name printed on each personal check

Only the signature, convenience and safety of a Colonial Personal Check make this possible. Use the check continuously as long as you live. Only the signature, convenience and safety of a Colonial Personal Check make this possible. Use the check continuously as long as you live.

CIVIL SERVICE IN NEW YORK STATE

Military Law, when they performed active duty.

Those in Home Guard Get Pay Difference

Private James A. Derry, of Albany, who enlisted at Fort Totten in April and was later transferred to the Public Relations Office at that post, in civil life Derry had formerly been the Director of Information and Publicity in the New York City Department of Social Welfare, and more recently he had been employed as a field examiner of the New York State Department of Civil Service. Private Derry graduated from the New York City College in 1940, and also attended the New York University Graduate School for Public Service.

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Radio Study Increases Chance For Signal Corps Commission

If you'd like a chance to become a second lieutenant in the Army of the United States Navy, then join the signal corps division, you can get started immediately.

The signal corps is not heavy, and this has been stressed by Capt. Kenneth L. Abbott, a Noon Command member, to the Fourth Signal Corps at Governors Island, who told the audience that a new signal corps plan for draft age men has been formulated.

Capt. Abbott, in a speech before students of the McVilly Aero-Medical School, stated that their work would enable them to apply for a commission after they've been basic training period was finished.

Capt. Abbott: "You many trained men may have here, but there is so much training, and we are trying to remedy that situation. The plan now in order removal uncertainty. You will have definitely about when you are going and where you are going. We will be in the Signal Corps, when you finish your training."

Continued Capt. Abbott: "The day when you get into the Signal Corps, many a man has not known what to do next. The plan now in order removal uncertainty. You will have definitely about when you are going and where you are going. We will be in the Signal Corps, when you finish your training."

The following lists show the occupations in which women are fully qualified to work. A list of occupations, not necessarily open in all the Secretariat every day, but sufficient openings are being received from time to time to make it advisable for qualified applicants to keep their registrations active with the Civil Service Commission.

Applications should register at the office indicated at the head of each list of occupations.

Women Wanted: These Job Fields Are Now Open

The need for men is heavy, and the demand for professional men is increasing daily in the defense industries. Women with hospital experience, nurses' uniforms, nursing, laboratory workers, have a high demand in the defense industries. They are following increased hardships, trying to maintain the national defense pace.

The design, production and testing of military optical equipment which will comprise the advanced course, which consists of forty hours of lecture and thirty hours in the laboratory.

High School Grad May Apply For Training in Optical Work

The design, production and testing of military optical equipment which will comprise the advanced course which consists of forty hours of lecture and thirty hours of training in the laboratory.

Welders Needed to Help U.S. Win

Get into the Defense Work Now to get a GOOD-PAYING Welding Job! Join the U.S. Army in WELDRING jobs in AIRCRAFT-shipyards-Government, -military and -industrial welding. Positions in the U.S. Army are openings in the defense training program of the U.S. Army. There are many different positions in welding, ranging from the basic to the advanced, and including all levels of the military.
AIRCRAFT
Man Needed Now
AIRCRAFT PRODUCTION
ENGINEER
To take complete charge of mass produc-
tion of wooden aircraft. To set up produc-
tion schedules, design plant and machinery
and lay out entire shop. Must have wide
knowledge of manufacturing process, design
and route various manufacturing
processes to fit into main
assembly line. Must have
responsible executive ability.
Good pay. Job in New York
City. Apply in person. (Ask for Mr. McRae.)

Mechanical Draftsmen—Must have good experience or training
in mechanical drafting. Women now
taking course in mechanical
drafting may be considered if they can show samples of their
work. (Ask Mr. Mercer.)

U.S. Sponsors New
War Training for Men and Women

New engineering and manage-
ment training courses for men and
women are authorized by the U. S. Office
of Education. These courses are at the college
level.

Those seeking admission to the engineering courses are to apply
in person May 27, 28 or 29, from 9 a.m. to 2 p.m. at the University of
California, Berkeley, either in the
Technology Building, CUNY, 415 Halsey Street, New York,
or at the University of

Courses are to run from 8 to 16
months. Classes are to be held
seven days a week, depending
on the course.

8 of these courses extend from high school graduation
or college graduation with
major studies in engineering or
technology but not to work.

Both men and women are eligible.

More information is required.

The following Engineering
Courses are proposed to be given:

1. Applied Descriptive Geometry for
Interpretation of Aerial Phote-
graphest. Elementary Chemical Engineering
Applied to Use and Military
Chemicals.
2. Design of Aircraft Fuels and
Lubricants.
4. Propulsion Research.
6. Processing of Aircraft Parts.
7. Plate Tack Topography.
8. Practical Defining of Defense
Parts: Designing and Inspection.
9. Theory of Projection and Drafting
Room Practice in Mechanical
Drafting.
10. General Course in Instruments
and Surveying Field Procedure (St.
Davis, Instructor). These courses are to be
proposed to be given by
the U. S. Employment
Service, New York.

The following Management
Courses are proposed to be given at
the U. S. Employment
Service, New York.
11. Materials Handling.
13. Development and Use of Stand-
ards in Production Control.
15. Industrial Engineering, Planning,
and Layout Problems in War Indus-
tries.

Application forms may be obtained from
the War Training Institute,
New York.

ARMY NEEDS 10,000
LABORATORY AND
X-RAY TECHNICIANS
Both men and
women are eligible.

DRAFTSMEN! Quality for par is required. Apply
in person to the W. N. & R. Hospital, Technical
drawing section, Fort Belvoir, Virginia.

Be a Jump Ahead! Prepare Now for,
Much Needed Courses. DENTAL-MEDICAL
ASSISTING . . . (for women)
Medical Lab; X-RAY
MEN AND WOMEN
Now for data, complete the
form below and return to
New Employment Division, 4th Bldg.
60 E. 45 St. (Opp. Gr. Central)

AIRLINES
Need Young Women
Our complete specialized 6-week pro-
course for practical
flight nurses with the transport
airlines..

NATIONAL ASSOCIATION
AIR TRAFFIC SERVICES

WANT TRAINING FOR A CAREER?
Anything you want to
know about schools?
Ask the School Editor.

MAIL THIS COUPON:
Civil Service LEADER
240 W. 40 St., N. Y. C.
Kind of Course.

Day . . . . Evening
Home Study
City . . . . State

For full information about our
JOB TRAINING PROGRAM
NEW YORK DRAFTING INSTITUTE
(Licensed by the State of New York)
276 West 43 St., Cor. 8th Ave., New York, N. Y.
WISCONSIN 7-4388

'Quick-Action' Jobs
In Private Industry

The following defense positions are available in private
industry in New York. Apply in person to Mr. McRae, jobs
building.

Technical
10 East 60th Street—Extinguishes 2-010
Aero Engineer—Experienced as stress analyst and aircraft de-
ger. (Ask for Mr. McRae.)

Exhaust Operators—Experienced on high voltage in manufacture
of air-cooled radio tubes, com-
plicated process sealing, break-
down tests, etc. Apply in person only. (Ask for Miss Zimm-
merman.)

Drop Hammer Operators—800-pound electric board hammer.
To set up and operate; to take charge of depart-
ment as night foreman. Good salary, over-
time. Job in Connecticut. (Ask for Mr. Nelson.)

Cleveland Screw Machine. Good salary and lots of over-
time. (Ask for Mr. Botz.)

Fat Stock Molders—Experienced on alloy or bronze casting.
Top pay. Must be able to work from blueprints and read micro-
eters. Job in Connecticut. (Ask for Mr. Arons.)

Structural Service office. Applications from those employed in essential
plants, even in peacetim e, em ploy

Inspection—Experienced setting up and working w ith War ner and Swazey, Gridley or
Ramey & Co., Ltd. (Ask for Mr. Cauldwell.)

Inspection—Experienced on high voltage in manufacture
of air-cooled radio tubes, to set, adjust and inspect die blocks, seal-in pins, etc.
(Ask for Mr. Betz.)

Bench Moulder—Experienced on alloy or bronze casting. Top
pay. Must be able to work from blueprints and read microme-
ters. Job in Connecticut. (Ask for Mr. Botz.)

Fire Setters—Job seekers experienced in manufacture of
"W" and "Y" wood setters, Koken, etc. Apply in person. (Ask for Mr. Bennett.)

Exhaust Operators—Experienced on high voltage in manufactur-
ent vertical and horizontal drilling, boring and facing operations w ith boring mill. Should
be able to work from drawings, read blueprints, and do own layout.
(Ask for Mr. McRae.)

These courses are at the college

For men and women.

We will be happy to give you
the names and addresses of
all our 'Quick-Action' jobs in all
branches of DRAFTING.

The DEPARTMENT offers A 10-HOUR FREE TRIAL PERIOD TO TEST YOUR APTITUDE EVERY 10 YEARS IN LEADING DEFENSE INDUSTRIES

For full information about our
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WISCONSIN 7-4388
Residence Protection

GOVERNOR LEAHMAN has signed a measure that provides a much-needed protection to civil employees and to all those who leave their homes to work in the nation's service.

Heretofore, an individual going from one community to another was liable to the restrictions of all kinds of civil service job for three years after once again resuming

were first suggested by The LEADER. Senator Halyerman makes it possible for an individual taking a war or civil service job outside his community to maintain his former residence.

Such an act is a real aid to the efficient prosecution of the war effort. The principles embodied in the act were first suggested by The LEADER. Governor Halyerman makes it possible for an individual taking a war or civil service job outside his community to maintain his former residence.

\[\text{In essence, the new plan provides time and a half for \textit{any} employee.} \]

Selection of a successor to Harry W. Marsh has been made. The Sanitation Department is now completely under the control of personnel in Civilian Service.

Seniority only counts from the day an employee goes into the Army, Navy, Air Corps, Marines, WAC's. There is need, she says, of

As the many lacunae in the Selective Service occupational registration while we are at war. The selection of a successor to Harry W. Marsh has been made. The Sanitation Department is now completely under the control of personnel in Civilian Service.

The residence act (S. Int. 1738) cuts the red tape of residence restrictions throughout the State, and makes it possible for an individual taking a war or civil service job outside his community to maintain his former residence.

In some cases, up to 30 percent above their present earnings.

We hope that Congress does it fast.

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The material which follows is the eighth in a series of questions designed to aid candidates in their preparation for the forthcoming election of Patrolmen. These questions have been prepared exclusively for the LEADER by an authority on civil service policies and procedures, and are made up from the point of view of the LEADER, for the purpose of testing for judgment, alertness and comprehension. These are the questions which most nearly accord with the principles of the democratic process, and are designed to measure the candidate's ability to exercise his judgment in bearing a fair and just hearing under the terms of the law which governs the hearing and examination of his case. The candidate is advised to give these questions most serious consideration since the examination is the only means by which his qualifications will be considered. It will be an excellent method of review just before the test is given and the candidate is strongly urged to take the test.

In the questions which follow, read the paragraph and question and select the best answer from the group of answers immediately following the question. Then answer the question immediately following the passage.

**Question 50**
Suppose you are on patrol duty in a run-down part in the Bowery area at 2 a.m., you come across the dead body of a fully well-dressed man lying on the pavement outside an old-fashioned dwelling house. Blood is leaking from his mouth and his clothes are wet. You let the victim tell you to believe that a crime has been committed, that you have determined to find out. You are aware that the body of the victim has been attacked and that he is now in a state of unconsciousness. You make a thorough examination of the body and determine the cause of death. To find the cause of death, (a) you should direct strangers and others to go away from the body; (b) you should direct strangers and others to go away from the body; (c) you should direct strangers and others to go away from the body; (d) you should direct strangers and others to go away from the body; (e) you should direct strangers and others to go away from the body.

**Question 51**
Suppose you were present when a fire alarm was rung against an apartment house. You are sworn as a patrolman and have a complete knowledge of the facts of the case. In making it out, the one boldface word which does most to spoil the true meaning of the passage is (a) requested, (b) accused, (c) expressed, (d) without, (e) intervening.

**Question 52**
Severe bleeding must be done immediately and then answer the question immediately following the passage.

**Question 53**
In a democratic process the candidate is advised to give these questions most serious consideration since the examination is the only means by which his qualifications will be considered. It will be an excellent method of review just before the test is given and the candidate is strongly urged to take the test. **Note:** This text is for the LEADER by an authority on civil service policies and procedures, and is made up from the point of view of the LEADER, for the purpose of testing for judgment, alertness and comprehension. These are the questions which most nearly accord with the principles of the democratic process, and are designed to measure the candidate's ability to exercise his judgment in bearing a fair and just hearing under the terms of the law which governs the hearing and examination of his case. The candidate is advised to give these questions most serious consideration since the examination is the only means by which his qualifications will be considered. It will be an excellent method of review just before the test is given and the candidate is strongly urged to take the test.
Fuel for Thought

SIZE-UP: Fighting a fire is not only a physical experience, but a mental battle. Unless you plan your attack properly, you will lose the battle in war or fire-fighting. To fight a fire properly, you must have a battle plan. The battle is called SIZE-UP. The advantage of this battle plan is that the fire department will be prepared for any unexpected events that may happen during the battle. This will help the firefighters to work together more effectively and save lives.

What's Going On?

The Cycle Club was round to an acrobatic performance. The boys were given a great match at the N. Y. Athletic Club, at 2:30 p.m. on Sunday, and the Detroit News will be present. The newspapers spoke, as did Chiefs Helm and Poe. The Detroit News will also be present.

Veteran Firemen in Meaty Contests

The Driver-versus-driver of the Fire Department was held on Monday at 7:30 p.m. We hear there will be plenty good stuff to think about, if you're one of those who can think, if you're a cop, pres­ident, will lead off.

Army Seeks Men for Construction

Enlistments for service in the Army Engineer Construction Corps and the U. S. Civil Work Corps are now being accepted. The War Department announced last week that enlistments would be trained by the Army Corps of Engineers at Camp. Caliborne, training on the latest rates of pay and in the latest military construction.

Types Needed

The following are types of soldiers available:

Auto mechanics, blacksmiths, trackmen, mechanics, carpenters, and foremen, engineers, mechanics, carpenters and expe­rienced laborers for operation of the Army Engineer Construction Corps.

Veteran Firemen in Meaty Contests

The Driver-versus-driver of the Fire Department was held on Monday at 7:30 p.m. We hear there will be plenty good stuff to think about, if you're one of those who can think, if you're a cop, pres­ident, will lead off.

Arms for the United States

The United States is actively seeking arms to protect its borders. In this case, we refer to the armed forces of the United States. These forces are responsible for maintaining peace and stability on American soil. They are equipped with the latest technology and are trained to respond quickly to any threats.

Inside Tip

The story this week regarding the terror fright being held is that those who are involved in the delayed salary increase are that the increase will be submitted a special recommendation to Congress. The increase will determine what sort of leg­islatiun will be put into the budget. For this week the fight begins as the final deadline is reached. If a final vote in favor of dated for next Tuesday.

Back home the boys are still plowing the town with peace for public support and the driver.

Those Ballots

The boys in the United States are expressing optimism that the majority of the boys in the United States will pass the order in support of the ballot. The majority of the boys in the United States have already cast their ballots. It is expected that this week the fight begins as the final deadline is reached. If a final vote in favor of the ballot is the ticket, the fight begins as the final deadline is reached.

Mental Hygiene

BY J ONATHAN MORGAN

Gaining a Step

The new sick leave policy took effect July 1, a step forward will have been made toward improving conditions of the United Service Hospitals here. The women working in the hospitals are being given better working conditions. The women are now being paid more money. The women are now being given better working conditions.

Proposals have been made by the United Service Hospitals to add more sick leave to their vacation plan. The women are being given more sick leave per year.

Moral

Miss Anonymous, it seems, had bought a woman of the United Service Hospitals. She told the woman, "That's a very good look for a woman of your age." The woman replied, "Thank you." This is the kind of moral that the United Service Hospitals are promoting.

To talk about the mental hygiene and everything and make your opinion, you're welcome to. You'll pardon those mental hygiene and everything and make your opinion, you're welcome to. To talk about the mental hygiene and everything and make your opinion, you're welcome to.
The Job Guidance Service maintains a complete listing of vital defense jobs and the industries in which they occur, as well as an index to free defense job fairs, sponsored by the New York City Board of Education, and other agencies of the U.S. Civil Service Commission. This index is published monthly and is available to the public.

THESE JOBS ARE OPEN RIGHT NOW—COME IN AND WE'LL TELL YOU WHERE TO APPLY AND THE REQUIREMENTS!

CIVIL SERVICE LEADER

51 DUANE STREET, NEW YORK CITY

Mail This Coupon Now

Don't Miss an Opportunity Which May Exist Today

Name ____________________
Address ____________________

[1] Check here if this is a renewal of your subscription.
Examination Requirements

U. S. Tests

Junior Typist (Male)—$1,260 A Year

Applications will not be accepted from female applicants.

Note: Anyone may apply for the examination regardless of whether they are a citizen of the United States or of another country, or whether they have previously been rated in the civil service of any State, Territory, or District of Columbia.

Any system of making notes, telex, or facsimile messages, in the usual manner, is acceptable. The test is composed of two parts, the first consisting of 100 pages of typewriting, to be completed in 2 hours and 30 minutes, and the second consisting of 2 pages of written work, each containing 500 words, to be completed in 2 hours and 30 minutes.

Junior Typist (Female)—$1,260 A Year

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Secretary, Board of Examiners, 36-10 Broadway, New York City, N.Y., New York City.

Junior Stenographer (Male)—$1,410 A Year

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Is Your Exam Here?

Below is the latest news from the New York City Civil Service Commission:

**Is Your Exam Here?**

The LEADER will publish changes as soon as they are made known.

### Better Sight

So many candidates who have done well in their written tests have failed to obtain Civil Service positions because of physical disabilities. Everyone has been an important cause of failure and it is important that you mention top-notch diagnosis when you apply for your physical examination. Have your eyes examined by your prescriptions checklist. The following is a list of reliable optometrists to whom you can contact and who will give proper and impartial examinations of Civil Service workers and candidates.

**A. M. LEVY & CO., Inc.**

Ivory Mayrroit, Optometrist

EYESIGHT SPECIALISTS

10 Canal Street, N.Y. Tel. 866-118

### Need Glasses?

Latest Style Frames

At Very Low Prices.

Eyes Scientifically Examined

by

**DR. J. L. LOZEA**

87 Nassau Street, N.Y. Tel. 866-118

### Civil Service Leader

**Tuesday, May 26, 1930**

**Your Chances for Appointment**

**IMPORTANT: PLEASE READ THIS**

The highest number of applications, fully completed and signed, and including positions of various ranks covered by this notice, that we have received, does not necessarily mean that appointments will be made. The Civil Service Commission does not certify, however, that the application forms are completed, permanent, temporary or indefinite position. The fifth column shows the percentages of the total number of applications that the Civil Service Commission has been notified that the position will be filled.
Sports Department

In an unusual game of injustice?

A week passed since the team representing the Civil Service Commission for the hearing in New York, Thursday, September 5, 1942. This week, they have no one to beat. They want to continue.

If you work for a City department, a State department, or a private firm, you can get nine men for work, and the opportunity, make a permanent employment. The Civil Service Commission has been notified of the need for one year.

The eligible who takes the permanent job has his name removed from the list of employees in a period of 90 days. The eligibility list, which carries all the rights and benefits of a permanent position, can be consulted. All the penalties have been removed from the selection list for a period of one year. However, as soon as the employment is terminated, his name is removed from the selection list.

Practical Tests for Subway Helpers

Five hundred and seven maintainers' helpers will be given practical tests in the Civil Service Commission this week in the 200th Street shop of the IND division of the New York City subway. The eligible list will be examined Monday and Wednesday, 12-10 and Thursday, 110 on Franklin Avenue, between Hill and Monroe St., on Friday, May 30, due to the holiday.

Infantry Boys

Trend to Volunteer Service

In a fast, hard-played game, the New York City police mounted a strong, the total being $94,787. Despite the purchase of over $40,000 worth of equipment, a State department, or a private firm, you can get nine men for work, and the opportunity, make a permanent employment. The Civil Service Commission has been notified of the need for one year.

Residential Protection

Bill Is Signed

ALBANY — Senator Seymour Halpert's bill to protect civil service employees by giving them the right to return to the same position they held at the end of their temporary jobs as stock assistants, was signed by Governor Lehman. The new law, which makes it easier for civil service lists to be adopted, is to go into effect on August 4. It is an important step in the fight for better conditions and opportunities for these workers.

Labor and Management

Lawmakers for Enginemen

Jobs as an engineer in the Northeast are being offered to 14 engineers who have completed their apprenticeship program. The only one who was refused was in the Department of Public Works for indorsing employment of their post as assistant engineer.

P. D. List 3 Sent To Docks Dept.

25 eligible on the P. D. 3 (open) list were certified by the Civil Service Commission to the Docks Department this week. The list will be used to fill temporary jobs, of 16-20 years, up to 1942 on the list, were certified to the Park Department.

Sanitation

Committee Breakfast Held

Several thousand members of the Sanitation Department Holy Name Society attending Brooklyn and Queens turned out Sunday (May 23) for the 15th annual breakfast held in the church of St. Stephen, Seventh Avenue and 84th Street, Brooklyn, to receive Holy Communion.

The First Division, headed by the Sanitation Department's General Manager, Francis M. Mass from the church in the hotel, where the breakfast was served.

JOE FRIEDMAN
EXECUTIVE M. GLODNER
NEW YORK CITY

IRVING SCHILLER
Hoboken- Hatter

SILVER MEN'S SHOP
166 Park Row, New York City

Racing at Belmont

Detroit, June 26— outlawed White House, Kentucky Derby entry, who trailed in the pack in the Big Race, came back to win easily at 11-1 on Tuesday, this week, with Dogwood, who had not trained since his defeat in the Kentucky Derby last year. Despite the victory, the favorite, at 11-10, failed to make a strong showing in the last quarter mile of the race.

State Workers

Influenza Vaccine Program

Vaccine program started in the "Angel Street," and Lillian Borger, prominent radio and television personality, will address the group. The vaccine is given to all eligible employees, with or without a job, to prevent the spread of the disease. The State Department of Health, which is responsible for the program, has scheduled for distribution the vaccine, which is expected to arrive at the end of the week.

MOUND

"Famous Hosts-Famous Guests"

MANHATTAN SHIRTS
BABSON'S DISTILLERY

MERRICK H O O D, L u v e r t o n

J. Thorner's Clothes Shop

TRULY'S

Hollywood Trousers, Inc.
206 PROCTOR AVE., NEW YORK CITY

CIVIL SERVICES LEADER

Page Seventeen

Tuesday, May 26, 1942

There Ain't No Chivalry In The City Council

Gertrude Wells Klein, the Bronx Councillor, who after a long and trying session ended last week, succeeded in the Council by the following vote: 

1. She was thwarted in her efforts to have the Civil Service Commission issued an application for the appointment of a competitive occupational aide. 23 candidates in the test, May 18, the Civil Service Commission recommended the extension of the examination to include 201 candidates. A meeting on June 9, by Major Joseph F. D'Arcy, her clearTimeout()

Sanitation

Activities Committee of the State

In addition to the Parks Department's list of eligible men, the numbers of 26 eligibles were certified by the Board of Transportation to fill temporary jobs as stock assistants, up to 3-5, on the list, at 30-50 on the list, were certified to the Park Department.

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Detroit, June 26— outlawed White House, Kentucky Derby entry, who trailed in the pack in the Big Race, came back to win easily at 11-1 on Tuesday, this week, with Dogwood, who had not trained since his defeat in the Kentucky Derby last year. Despite the victory, the favorite, at 11-10, failed to make a strong showing in the last quarter mile of the race.

State Workers

Influenza Vaccine Program

Vaccine program started in the "Angel Street," and Lillian Borger, prominent radio and television personality, will address the group. The vaccine is given to all eligible employees, with or without a job, to prevent the spread of the disease. The State Department of Health, which is responsible for the program, has scheduled for distribution the vaccine, which is expected to arrive at the end of the week.

MOUND

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CIVIL SERVICES LEADER

Page Seventeen

Tuesday, May 26, 1942

There Ain't No Chivalry In The City Council

Gertrude Wells Klein, the Bronx Councillor, who after a long and trying session ended last week, succeeded in the Council by the following vote: 

1. She was thwarted in her efforts to have the Civil Service Commission issued an application for the appointment of a competitive occupational aide. 23 candidates in the test, May 18, the Civil Service Commission recommended the extension of the examination to include 201 candidates. A meeting on June 9, by Major Joseph F. D'Arcy, her clearTimeout()
BARGAIN BUYS
By Prudence Shopper

Spring Ensembles
From now on, our suits will be
more practical. Try this spring's
ensemble for a change. Here's a
two-toned linen suit. It is light
and sumptuous, and it is
versatile. This ensemble will
wear well from spring to fall, and
it is suitable for both formal and
informal occasions. The suit is
cut in the latest style, and it
enhances the wearer's figure.

Larger Rug Life
If you want your carpets to last
for a long time, use the best, but
also clean them properly. They
must be cleaned every single month.

Study Aids for Property Manager
Books on real estate problems and
related subjects are available at
the Municipal Reference Library.
In addition, you can get help in
the Property Manager exami-
nation. So, do not waste the
opportunity to study and prepare
for the Property Manager exami-
nation. Good luck!

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Lowest Spring Prices
COAL
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Citizen's A-1001
AUDREY SPERLING singing in "Best Foot Forward" has been engaged for a featured role in "The Adolescence Age," a musical film which Joseph Orrano will produce this summer.

Brown and Hyman Meir of the Ambassador Hotel, Fallsburg, N. Y., are making preparation for the opening of Decoration Day ... Hyman Klein, with the simultaneous opening directors of Klein's Hillside, Parkville, N. Y., have enlarged and refurbished their hotel. They have added a new dining room for the summer. They have enlarged and refurbished the hotel's swimming pool, built a new social hall, and a host of other innovations have been added to improve the hotel for the annual Decoration Day festival. The Natural Health Resort located in Spring Valley, N. Y., 30 minutes from New York City, is run by Dr. Salem H. Baranoff, his brother Nat, are directors of the hotel, have just completed most extensive alterations of the property. The Children's Camp to their hotel is expected to enjoy the Memorial Weekend holiday at the hotel.

Bob Frikidan Returns to the Waldemere

The Waldemere Hotel announces that Bob Frikidan and his entertainers are engaged for the summer season by the Waldemere Hotel, Wagoner, N. Y. Many new installations for the Waldemere, including extensive landscaping of the vast grounds, and athletic staffs will function during the entire month of July, August and September.

New Filtered Pool and Cabanas at Windsor

So. Fallsburg, N. Y.—The Ramey family, owners and operators of the Windsor Hotel, have completed major alterations of their resort, which includes a new filtered pool, cabanas, 25-acre lake, new restaurant, and completely renovated social hall, and a host of other improvements. Sidney Ramey, who directed "Gone With the Wind," will present stages, screen and radio in the Windsor Playhouse this summer.

Hollywood

"The Desert Song" will reach the screen in Technicolor, according to plans announced by Warner Bros. Studio executives. Warner Bros. and MGM are to head the cast. Producers are David O. Selznick and Dore Schary. Directors are now engaged in selecting stars to fill the roles. Larger social will be held at MGM and the Waldemere Hotel, living quarters are being made available to the movie stars. Sidney Ramey will be present at stage, screen and radio in the Windsor Playhouse this summer.

A scene from "Native Land," directed by John Hoyt and Paul Strand, narrated by Paul Robeson, with music by Marc Blitzstein, currently on view at the World Theatre.

"Tortilla Flat" at the Radio City Music Hall

Spencer Tracy, Hedy Lamarr, and Jean Arthur star in the film version of John Steinbeck's "Tortilla Flat," which is being presented at the Radio City Music Hall. Directed by Victor Fleming, one who directed "Gone With the Wind," and "Capra Conquers," the film recreates all of the colorful Mexican life which Steinbeck made famous in his affectionately described story. The Louis B. Mayer production has won plaudits of Montreal, Calif. Times, and is general manager of the movie world. Hedy Lamarr as "Beatrice," and Garfield Jackson as "Oliver," are among the movie stars who star in the film, which has been nominated for an Academy Award.

The Music Hall Stage spectacular is titled "An Accolade on Color," with guest artist Alfred Lunt, Kelly, Ralston, Keene, 7th Avenue, Musical Gray and Nicholas Duke.
Subway Grievance Board: How It Works, And What It Means to Men on the Job

What and why is the subway grievance board?

And just who is responsible for delaying settlement of many grievances of the city's subway workers?

The LEADER has had good reason to believe there have been a number of delays. Problems phone calls from complaining parties include:

1. The LEADER decided to check for itself. And here's what it found:

The Subway Grievance Board of Appeals, which handles cases in dispute and may be a solution to the delays. The LEADER called the Board's chief, Mr. Frank P. Frank, and asked him to explain—and rather patiently to explain.

"The Board of Transportation's Committee of the Whole, which handles cases in dispute and may be a solution to the delays. The LEADER called the Board's chief, Mr. Frank P. Frank, and asked him to explain—and rather patiently to explain.

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Committee have not been dis- posed of for reasons that the Board of Transportation cannot explain. What is the evidence offered by the Board of Transportation in this regard?

Here's how Mr. Frank P. Frank explains it:

"The fact that the committee's jurisdiction has been extended to April 30, a period of almost nine months, and the fact that the Board of Transportation has been given 60 days (or less) to hear and rule on grievances, will go to work and set the rate of addressograph for the subway workers." The reminder has been issued and rather prominently on the Board of Transportation for disposition.

If held that two weeks is the average time between the filing of a minor complaint and its final disposition.

"We are not as self-satisfied as Mr. Armstrong, the former Commissioner, thought that "much of the red tape could be eliminated by more intelligently attacking the problem of acquainting subway workers and people in other departments, too."

The regulations governing their type of work.

"Money, wages, promotion possibilities, what is tolerated and what is not, what are the low standards of the union's, and what are their shortcomings.

You can say for the Board," he explained, "that it has a great deal to make to do.

Following which Mr. Frank P. Frank gave the Board the following account of the number of cases referred to it by the Subway Addressograph

Addressograph Test Is Ordered

An open competitive test for eligible subway addressograph test was ordered by the Board of Transportation last week. The Board, in its meeting last week, ordered an open competitive test for eligible subway addressograph test to be held last week. The order reads:

The Board of Transportation's Committee of the Whole, which handles cases in dispute and may be a solution to the delays. The LEADER called the Board's chief, Mr. Frank P. Frank, and asked him to explain—and rather patiently to explain.

Here, in brief, is the procedure for an open competitive test for eligible subway addressograph test:

The committee schedules a hearing for the complainant, at which to be present in person. The board then investigates or to buy or replace glasses clue to the regulations governing their type of work.

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