City Employees: How You Can Change Job

see page 3

Faster Promotions in U. S. Service

WASHINGTON—Faster promotions for Federal employees?

Apparently, the answer is going to be Yes—at least so far as Mead-Ramspeck automatic promotions are concerned.

That, certainly, is the week's best news for Federal Civil Service workers. Here is the situation:

The Administration apparently has made up its mind that Mead-Ramspeck automatic raises are much too slow. Therefore, it has its semi-official Council of Personnel Administration working on a new system.

Eventually, it is indicated, this system, will be submitted to Congress with Administration backing.

So far, the plan is merely tentative. Undoubtedly, it will be subject to change later. Here, however, are its principal features.

1—A one step, automatic within-grade promotion every 12 months for employees with efficiency ratings of Excellent.

2—A one step raise every 18 months for employees with efficiency ratings of Very Good.

3—A one step raise every 24 months for employees with efficiency ratings of Good.

(Continued on page 8)

No Test—No Red Tape

Vast Number of Government Jobs

see pages 3, 10

Bitter Fight Between Postal Groups

see page 2

Subway Advancement Chances

see page 5

OPA Seeks Investigators

see page 10
At least until our study is complete, we hold no opinions and we prove no need for any action. But we do report and don't dare to dither or dodge our duty here. No new letter from us is forever a certainty.

The situation behind the scenes is a complicated one. The labor situation in the railroads is a complex one. It is a complex situation in which the workers and the employers are involved.

The workers are asking for a raise, and the employers are offering a better job. The workers are demanding better working conditions, and the employers are offering better wages. The workers are also demanding better health and safety conditions, and the employers are offering better pension plans.

The employers are offering better benefits, and the workers are demanding better job security. The employers are offering better training programs, and the workers are demanding better education opportunities.

The workers are demanding better opportunities for advancement, and the employers are offering better job opening opportunities. The workers are demanding better representation, and the employers are offering better collective bargaining rights.

The workers are demanding better grievance procedures, and the employers are offering better dispute resolution systems. The workers are demanding better labor rights, and the employers are offering better management rights.

The employers are offering better recognition, and the workers are demanding better benefits. The employers are offering better compensation, and the workers are demanding better recognition.

The workers are demanding better wages, and the employers are offering better compensation. The workers are demanding better benefits, and the employers are offering better recognition.

The employers are offering better rights, and the workers are demanding better benefits. The employers are offering better employment, and the workers are demanding better rights.

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City Employees Finally Get Procedure Governing Unfreezing From Positions

DEAN OF JOB-HUNTERS

A lot of old-timers are worrying about the Clark Promotion Test, which is due the first week in January. Newcomers, therefore, are being warned to keep their work up to snuff and to prove their worth to the Civil Service Commission. Many of these old-timers have been waiting for such a test for many years and may need some help to prepare for it.

In the past, job-hunters have had to take the test on their own because there was no way of knowing when it was going to be held. This year, however, the city has decided to make the test more convenient for the employees by scheduling it for the first week in January.

The test will be open to all employees, regardless of their seniority, and will be held on the same day as the regular promotion tests. The results of the test will be available within two weeks after it is administered.

The Civil Service Commission recommends that employees prepare for the test by reviewing basic knowledge and skills that are relevant to their jobs. They should also review the job descriptions and the qualifications required for promotion.

The test is divided into three sections: General Knowledge, Clerical Skills, and Mathematics. Each section is timed and consists of multiple-choice questions.

The General Knowledge section tests basic knowledge of arithmetic, English, and general information. The Clerical Skills section tests typing speed and accuracy, shorthand, and filing skills. The Mathematics section tests basic arithmetic and algebra.

Employees who pass the test will be placed on the promotion list and will be notified of their results. They will then be eligible for promotion to higher positions as vacancies occur.

The Civil Service Commission encourages employees to take the test seriously and to prepare for it by reviewing their job duties and responsibilities. They should also take advantage of the resources available to them, such as study guides and practice tests.

The test is important because it is the only way to get a promotion to a higher position. Promotions are based on merit, and employees who are able to demonstrate their knowledge and skills will be given priority.

The Civil Service Commission is committed to ensuring that the test is fair and that all employees have an equal opportunity to succeed. They will continue to monitor the test and make improvements as necessary.

Answers Are Disputes by Candidates Taking Grade 4 Clerk Promotion Test

BY JEROME YALE

The test was fair, maybe a little tricky in spots, but on the whole it wasn't bad. This is the opinion of the City employees after taking the first part of the promotion test to Clerk, Grade 4, held on Saturday, November 6.

Those who know civil service tested that they had a fair test. However, some of the former clerical workers commented. It was nothing unusual. They had been out of work for several months. One of them said that it could have been more difficult than the first part.

Several candidates took the test, which is designed to measure their knowledge of clerical skills. The test consists of 100 multiple-choice questions and takes approximately two hours to complete.

The test is open to all employees who have completed at least one year of service in the Clerk, Grade 4, position. Candidates must also have a high school diploma or equivalent.

The test is administered by the Civil Service Commission and is designed to assess the skills and abilities of candidates for promotion to the Grade 4 Clerk position. The test is not a requirement for promotion, but it is used as one of the criteria for selection.

The test is divided into five sections: English Language, Mathematics, General Knowledge, Clerical Skills, and Typing Speed.

The English Language section tests candidates' knowledge of grammar, punctuation, and writing skills. The Mathematics section tests candidates' ability to solve problems involving basic arithmetic, algebra, and geometry. The General Knowledge section tests candidates' knowledge of current events, history, and science. The Clerical Skills section tests candidates' ability to perform clerical tasks such as filing, typing, and data entry. The Typing Speed section tests candidates' ability to type at a certain number of words per minute.

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Excellent Appointment Chances for Men who Placed on P.D. Lieutenant List

When the Lieutenant promotion roster for the Police Department came out last Wednesday, it hit everybody as a complete surprise. Frankly, not even Harry W. Marsh, President of the Civil Service Commission, had expected it, and informed our reporter it might not be

"how come?" we asked the Civil Service head. So he wrote on this letter:

"A propos of your inquiry as to

how it happens that the Police Lieutenant's List is published at this time. I understand from the examining Division that the congestion there was such that it would be several days before the ranking of the papers could be completed. I am not sure I minded anything, as to the time it would take to complete the ranking of these papers."

The examination had been held on January 9, 1943, and the results did not come out for some time. The time the list is published is the decision of the Police Department.

The complete P.D. Lieutenant List was published this week. It is not a LEADER office. As soon as it was completed, the examining Division began the ranking. As the list was ready, the LEADER printed it out and distributed it to every man on the list. Copies are still available.

The LEADER office, 97 Dunne Square, Brooklyn, is in charge of everything pertaining to the list.

The list as a whole contains 596 names. How many of these men may reasonably anticipate an appointment during the four-year life of the roster is difficult to estimate. However, even with some of the older members of the list, those born in 1940, list contained only 238 names.

It is interesting to note that list that were made September 16, 1940, under 20 years old. In other words, any man on that list not appointed in a period of one year and over will be dropped from the list.

Appointing the present list will be difficult. As the list comes under the same rules as the listgers, it is difficult to believe that the number will be limited.

The往下读...
City Employees Recruited To Help OPA Rent Control

Mayor LaGuardia has said that he is devoting the service of the Department of Housing and the Department of Transportation to the OPA and that an operations center has been established to get information on the rent control program.

Up at Welfare, they said that a new program's contribution to the war effort. They added that landlords and tenants will take a week off their regular duties to see that the houses get the benefits of this experience with landlords and tenants alike. It said for this job will be made by the supervisory officers of the various centers and division heads. They have asked for the maximum possible dislocation of their own programs.

Housing Building

The Department of Housing

SUBLIY

Chances For Advancement

A series of promotional examinations which will give thousands of employees of the Board of Transportation a chance to advance to higher paid jobs are now going through the wards at the City Civil Service Commission.

Following is the list of tests ordered by the Department of Transportation, which should be held within the next few weeks:

Promotion to

Assistant Fireman—Car Cleaning—All Divisions.
Assistant Foreman (Power)—All Divisions.
Assistant Foreman (Structures)—IND.
Assistant Maintenance Engineer—All Divisions.
Assistant Supervisor (Signals)—All Divisions.

Purification—Power—BMT and IR.

Purification (Structures)—IND.

Power Distribution Mainman—All Divisions.

Senior Surface Line Depchtwer—BMT.
Power Distribution Mainman—IND.

Surface Line Dispatcher—BMT.

Traffic Manager—BMT and IR.

Yardman—BMT and IR.

Railroad Blockman—All Divisions.

Purification (Stores)—All Divisions.

It has to hold examinations for promotion to Supervisor in all divisions of the New York City Transit System to Purification (Bmps, Material and Supplies) in all divisions, these promotions were ordered cancelled by the Commission.

FIRE DEPT.

Firemen To Get Back Pay

An Appellate Division verdict, which has just been made, will mean $1,077 in a starting men's pay for a Frank J. Flood, president of the Board of Department of Transportation. In the pay difference between the two 1947 and 1949 starting men's pay for a Frank J. Flood, president of the Board of Department of Transportation.

To the Wars

This week's a tie between the two. Two WA's—3 Army and 2 Navy—will be sent to the front. The service men base embarkation to make up for the current eligible male washovers. Tickets have been priced at $11, and are available at the Welfare Office. Boxes packing parties up to 12 are available from $13 to $25.

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Christmas Shopping
In Civil Service Village

Fur Factory Savings
Fine Fur Coats
$49.50

Buy your furs direct from the factories at wholesale. Largest assortment of women's coats. One of a kind selection of men's coats.

SAVE MONEY—Bargains in
BOOKS

212 BROADWAY, cor. Fulton St.
DOWNTOWN BOOK BAZAAR

TRY-MO-FOR-TOYS

60 MAIDEN LANE

LADIES BAGS — UMBRELLAS

Last Forever!
WINDSOR LUGGAGE CO.
236 BROADWAY

PRESIDENT: B. V. SPERRY
Vice-President: G. E. GUNZEL
Sec'y-Treas: D. C. SPERRY

GRAND ANNUAL SALE

$3 and up

With time more precious than ever, civil service workers are finding it convenient to shop through the Civil Service Village — the most complete shopping center in the state of New York. In "Civil Service Village"—the atmosphere of a department store plus government buildings—Chambers Street, 23rd Street, 14th Street, Canal Street, etc. There are plenty of good ideas here before you waste time and effort on a shopping trip.

GIFTS OF LEATHER
LAST FOREVER!

PLAYBOY MEN'S CLOTHING

A member of the staff of the Bureau of President's office views the newest and nicest half-page articles at Central Sales. The department store executives solve the problem of finding the right gift a simple one.

LEST YOU FORGET!
OR Didn't KNOW!
The Tallulah Bankhead picture is now in color. Also, glasses, etc., in addition to records. Playbill, etc., in addition to records. Playbill, etc., in addition to records.

TRIMMED GIRLS' SHOP

118 BROADWAY
New York 6, N. Y.

J. T. VIDAL
Meats & Poultry

Retail at OPA Ceiling Prices

FURS

325 years of tailoring

105 W. 36th St.

BARNERDE, Inc, 75 FIFTH AVE. COR. 15th St.

Meat Market of Muntz, Fenchel, Barnard & Barnard

1-7-14 TRENCHES

LAKE HOUSE, MADDEN BUILDING, 34th St.

Plumbing, Heating, Refrigeration

301-60 Made to Order

KORNBLUM'S

407 West 14th Street

Office by Appointment Only

STRETCH THE CIVIL SERVICE DOLLAR, Wha's Daily Specials

New York 13, N. Y.

Meat Market of Muntz, Fenchel, Barnard & Barnard

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Shov ing The Boys Around

T
HE veterans of World War II are beginning to return in large numbers. And they're returning to tell us many questions about their rights and privileges in a state of confusion. The status of the veteran is something which must be cleared up fast, on a broad front, if the whole structure of the country is not to be set up into a turmoil. Moreover, the present wozzy situation works definite unfairness on the returning men. It may be added, in passing, that despite the holy-holy assurances to the boys that everything would be done for them, the boys are having a hard time for them, and in some cases they are getting an awful kicking around. Thus, in New York City we are returning some veterans who were waiting for us to be waiting for them. The jobs are waiting, all right, but the men are not. The returns are outstanding in interpreting what happens to veterans on promotion lists, on preferred lists, veterans who missed exams they may have made room on some list eliminated.

It is perfectly true that it wasn't possible to foresee every situation that would arise. But though the problem may be complicated, it shouldn't prove too difficult to solve, if we start with the premise that every veteran who was a Government employee or an eligible on a civil service list before entering service, deserves the right to the same status which would have been his had he remained a civilian.

Let's stop shoving the boys around!
**Police Calls**

**Bonus Boners: Police Meeting Report**

It seems that you cops were all at war. For the past year, you've been in a battle with your PBA delegates and the local police pension commission.

It's thought that when PBA announced a plan for the bonus retirement of police officers, it led to a battle over the allocation of funds. It was a heated debate, and PBA did not have a majority view.

There were many instances where you police were seen circulating, and when you spent many hours trudging from door to door in an effort to show what you thought, it appeared that the officers had no idea what they were doing.

As you thought—well, the delegates don't get the credit for the work done, but they did show their disapproval of the plan. It seems that they didn't want the time of day to mean the end of the battle.

**New Driver Launched**

As long as the present system persists, the PBA officers continue to work hard and wisely. But, as it so often happens, the proposed amendment for popular election of PBA officers was defeated. Nonetheless, Donovans has not abandoned its idealism. It will bring the matter up again as the next meeting.

**Popular Vote Beaten**

Day of the large, roomy, comfortable hall was not available. In the meeting, the hall was unusually small. Everyone was there. Never were there so handsome patrons (non-delegates) present.

By an unfortunate misadventure, the usual meeting of the committee was not held. There was simply no presence of the usual number of people. Those who were here talked about the officers who were playing cards at the local bar.

The committee seemed to be very much interested in the officers. The question here was whether or not it was advisable to continue the support of the committee. The question was, therefore, discussed.

It was determined that the delegates were able to convey only verbal messages. The committee recommended to the officers for the consideration of the matter.

Professor Harman told the committee that they should be present at any time and place that the members of the committee may meet. In a telegram, the committee expressed the same idea.

It was also recommended that when Pat got through making his speech, he should not pass anyone present for anyone accept. Pat completely abounded himself, and PBA advisers, came from all blame. The last, said Wallace, was thundered defiantly. "That premium has been taken away from Harman's legal treatment," he continued. "We have a long way to go before we get all the necessary legal support to our side."

The conference adjourned.

**Denny Mahoney**

To The Rescue

Among this week's batch of detective cases, is one from a detective, commenting on the case he has just been assigned to. It seems to have been a success.

"Hi! That was a very nasty case. We never had one like it before. But it's another reason why we have to keep up with the times."

**Vetgoss: Continued from page 8**

...each had a different excuse why the case was to be kept secret. Anyway, it seems that the case was to be kept secret..."

**Gossip Section**

Acting Manager Bracken is in New York City, reporting on our regular meeting process. Frank J. Harman, J. P. Howard, and some of the Vet who have been with us for a long time, have now had the opportunity of meeting the head of our legal division. Officials of the Veterans Administration have expressed a desire to cooperate with the Medical Department of the Department of Veterans Affairs.

All of "teacher's pets" came to the meeting. The other Vet who have been in our personnel cards have discovered that they have not been read as they should have been.

"Of course," said the head of our personnel division, "we have been able to see that the other Vet have been read as they should have been..."

**School Board News**

The New Replacement Schedule Plan.

The proposed and criteria have been radically changed through adoption of the Replacement Schedule Plan. Here's how it works:

1. Marital Status: As a rule, married men are scheduled for more time than single men.
2. Skill: If an employee was in a lower category, or if he did not fail in the test, he would be considered as a single man for employment purposes.
3. Education: Men with the highest education standards are scheduled for more time than men with lower education standards.
4. Employment History: Men with a longer employment history are scheduled for more time than men with a shorter employment history.
5. Physical Condition: Men in better physical condition are scheduled for more time than men in poorer physical condition.
6. Age: All employees, regardless of skill or length of employment, are scheduled for more time than employees of a younger age.

This column is published in conjunction with the next meeting of the Board of Education.
Government Openings

This is general information which you should know about United States Government employment. (1) Applicants must be citizens of the United States. (2) Each person physically capable of performing the duties of the position and must meet the age, education, experience, and physical requirements. (3) Handicapped persons who feel their defects would not interfere with their ability to perform the duties of the position may apply. (4) Veterans preference is granted to disadvantaged veterans. (5) Persons with specific, learned technical skills are also entitled to consideration for preference. The forms to be used are made available at all Federal offices, which means they will generally be for the duration of the war and beyond. (6) In addition to the above requirements, there are other requirements which may be necessary at the discretion of the employing agency. (7) For certain positions, a legal license or permit is required. (8) In some instances, the application forms are available at the Bureau of the Census, Federal Building, Christopher & Washington Streets, New York 14, New York.

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Dentists

STATE OF NEW YORK, DEPARTMENT OF THE COMMISSIONER OF COMMERCE, INC., has determined that the above-named dentists are qualified to practice dentistry in the State of New York, and that they are in possession of the necessary licenses to practice dentistry in the State of New York, and that the proper licenses have been filed with the Commissioner of Commerce, Inc., and that the proper fees have been paid for the issuance of the licenses.

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How many boys from Civil Service won’t come back?

Nobody knows the exact number. Nobody. But—
The number who do come back—on their own two feet instead of in a flag-draped box—will be in exact proportion to the job we do here at home.

For every minute that we can help shorten the war will mean more lives saved. (213 Americans were killed in the final day of the last war, and 1,114 were wounded before the 11:00 o'clock Armistice took effect.)

Now one way all of us can help shorten the war is to tighten our belts and buy more War Bonds. Yes, still more. And...

If you think you’re buying all the War Bonds you are able to, imagine—for a minute—that it’s after the war...

... you’re standing at the station... a bunch of home-town boys, still in uniform, climb off the train... one of them kisses his wife and grabs his kid in his arms...

... and then he turns to a young woman beside them, a girl who looks like his wife’s sister, and you overhear him say...

“Catherine, I don’t know how to tell you how sorry I am... it’s such a shame about Joe... it makes me sick all over when I think how he’d be here today if the war had only ended a week sooner.”

Think it over. Can’t you buy a few more War Bonds to help end the war that week or month sooner? Sure, it may mean giving up something, but what’s that compared to what they’re giving up? And remember, always—The money you “can’t spare” may spare a soldier’s life!

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Tuesday, November 16, 144

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S. Exams.

Leader Movie Merit

by JOSEPH BURSTIN

who is co-starring with Red Skelton in MGM's 'I Do Dill,' currently being shown at the N. Y. Paramount Theatre.

Margaret Sullivan returns to the stage as the star of "The Head of the Family," which is coming to the Mosque in December. The first all-feminine picture dealing with the war, will have its premiere at the Astor Theatre on Nov. 30, following "Tobacco Road." The leading players include Margaret Sullivan, Ann Southern, Joan Blondell and Marsha Hunt. . . . The Two Mrs. Carrolls," with Elizabeth Bergner and Victor Jory and the regular cast, will give a special performance on Sunday evening, Nov. 21, for the benefit of the

ELEANOR POWELL:

"The Head of the Family" 

OCTOBER 27TH

WORLD WAR 2, 1943

"Tobacco Road" 

OCTOBER 28TH

"The Two Mrs. Carrolls"

OCTOBER 29TH

"The Head of the Family"

OCTOBER 30TH

"Tobacco Road"

"The Two Mrs. Carrolls"

"The Head of the Family"

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"The Two Mrs. Carrolls"
CIVIL SERVICE LEADER

Tuesday, November 16, 1937

How Can Civil Service Be Improved?

The article which follows below is in the second of a series of important pieces written by an outstanding civil service leader. The New York State form is unique among service and government personnel programs, and attempts constructive suggestions for improvement. While discussing the New York State civil service system, the principles and methods of civil service in all government agencies, and the importance of the federal government in any community, and has bearing on the Federal scene as well. This is recommended reading for everyone in a supervisory position.

The Honorable John Savage, Executive Secretary, Civil Service Reform Association.

The Job

What is the real job of a modern state personnel agency? It should serve as a testing ground for personnel affairs, offering a variety of testing situations, which will help us learn to evaluate individual performance. It should exercise leadership and administrative management in its handling of the recruitment process. Therefore, the present system of testing and promotion, for which the personnel agency is responsible, should be changed.

Definitive tests are now required of the probationer period for personnel in all government agencies. This is not the case in the State of New York. The State Civil Service Commission has been criticized for not exercising more control over the Civil Service examinations. The Commission has failed to exercise the authority granted to it by law.

Clerk Questions Discussed

(Continued from page 15)

B. Do you have any family in a nearby community who may be able to care for your emergency if you are unable to attend a meeting?

C. Do you have a good friend who can help you out of this mess?

D. Do you have any other means of support, such as a savings account or insurance policies?

E. Are you working or are you a student or both?

F. Do you have any credit cards or loans that can be used to help you?

G. Have you considered looking for a part-time job or a job that pays better than your current job?

H. Have you considered applying for a government job or internship?

I. Have you considered applying for a government job or internship?

J. Have you considered applying for a government job or internship?

K. Have you considered applying for a government job or internship?

L. Have you considered applying for a government job or internship?

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T. Have you considered applying for a government job or internship?

U. Have you considered applying for a government job or internship?

V. Have you considered applying for a government job or internship?

W. Have you considered applying for a government job or internship?

X. Have you considered applying for a government job or internship?

Y. Have you considered applying for a government job or internship?

Z. Have you considered applying for a government job or internship?

Service For Deceased Members of the Family

The Civil Service Commission is responsible for the service for deceased members of the family. The following is a list of services provided by the Civil Service Commission:

- Retirement benefits
- Dependent benefits
- Survivor benefits
- Estate benefits

These benefits are provided to the beneficiaries of the deceased member of the family. The Civil Service Commission ensures that the beneficiaries receive the benefits to which they are entitled.

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