Grievance Procedures Rushed as Falk Seeks Quick Start for New Plan

ALBANY, Sept. 5 — A TV conference for employees engaged in television maintenance and repair work in State institutions has been organized by the Department of Civil Service for September 19 to 23 at Rockland State Hospital.

Representatives will attend from the Departments of Mental Hygiene, Correction, Social Welfare and Health.

The conference is an outgrowth of a TV school which was held at Auburn State Hospital last year. Its objective is to bring together State personnel responsible for television repair and outside experts in this field.

The first conference was held at Rockland State Hospital.

We'll Be Talking

The design and financing of TV installations for new and old buildings will be discussed by Emilo J. Scaife, Chairman of the State Department of Public Works. Edward Garrison of the RCA Service Company will take up maintenance of TV antennas. Trouble shooting of various types will be covered by Don Win- ter of Sylviahnics Electric Products. A guided tour of the Ulcna Communications Works will conclude the program.

The conference is under the supervision of William A. Law of the Training Section of the Department of Civil Service. More information may be obtained from Dr. Charles T. Kiein, director of public employee training.

Grievance Procedures

The full text of the Commissioner's memorandum follows:

"In order to reduce to a minimum the delays involved in getting the grievance machinery in operation, it is requested that you work closely with the grievance agency just as soon as possible. It is recognized that since the Grievance Board has not yet been appointed, there has been no opportunity for its development and staff and it is hoped that the new grievance machinery can be put in operation as soon as possible.

1. Identification of 'supervisory' positions for the purpose of the grievance procedures.
2. Methods for arranging conferences with supervisors, representatives pursuant to section 113.
3. Reporting of grievances procedures.
4. Determination of the number of stages in the procedure.
5. Definition of the stages for various parts of the organization.
6. Time limits for processing grievances.
7. Identification of the representatives, if any, to represent the agency.
8. End of the stages for formal hearings.

The above is not intended to be a complete list of the types of matters which you may (Continued on Page 14)

Research by the Association shows an increase of 20 percent in meal costs at hotels during 1954. Their figures for 1953 were $7.50 a day. The present mileage rate of 8 cents a mile and $6 for a hotel room is inadequate.

The complete list of candidates includes:
- John F. Quayes
- Joseph P. Felty, Tax Department, Albany.
- Lawrence W. Kerwin, Civil Service, Albany.
- Gladys C. Scowen, Hudson State Hospital.
- William J. Connolly, Hudson State Training

More Aides at Napanoch, Improved Work Conditions Urged in Official Report

ALBANY, Sept. 5 — Improved working conditions and facilities have been recommended for the State Correction Department's Institution for Male Delinquent Youths at Napanoch.

An official State inspection report calls for many improvements at the institution, which would benefit both employees and inmates.

The report, issued by the State Correction Commission's New Buildings Committee, says:

1. That a new men's housing building, auditorium, kitchen and mess hall be provided.
2. That telephones be installed in the North Hall and the South Hall so that officers in charge of housing blocks do not have to leave their post when summoned to the phones.
3. That certain safety measures be taken such as brakes on all laundry carts in the institution barber shop and the fixing of the stone steps at South Hall, now a 'sliding' condition.

These are only a few of the 10 recommendations in the inspection report suggested.

Installation employees received high praise from the inspecting team for the cleanliness of the plant.

Praise for Aides

The official report declared: "The exceptionally high degree of efficiency and order maintained in the housing quarters and the working buildings is commendable."

The report was submitted by a 10-man team, comprising a captain and the leaders of the 4 sections of the inspection committee.

The inspection dates were June 7 and 8. At that time, a custodial staff of 15 under the direction of Lloyd Whelan, acting superintendent, was caring for an inmate population of 1,911.
U.S. Employees Face Charges When Relations with Russia Worsen, Security Probers Hear

WASHINGTON, Sept. 5 — Provocative comment about Russia which later caused the firing of a U.S. diplomatic employee's wife has brought charges in the State Department that the employee was forced to resign, or even cause his dismissal, enmeshed by a political controversy. In an apparent attempt to expel the employee, the Internal Revenue Service has begun to examine accounts, and that only employees in "sensitive" positions will be subject to the program. Such positions would be in departments or agencies that deal with national defense or security.

Rumors have been put forward that the reason for the better relations with Russia prompted President Eisenhower to show no dis- creetly forbidding official spokes- men from saying anything against the Reds. This was made known after the Geneva conference at which the President appeared to be of being a bit conciliatory. If the President were a competitive em- ployee, and if the situation regard- ing Russia should change to one of unfriendliness, then the same kind of treatment would be expected, Mr. Eisenhower had faited in 1936 and for years had been a defender of Russian rights.

The Police Commissioner is re- quired by law to appoint only one of every three candidates certified by the Civil Service Department. In any case where a person is named a finalist, that person may be appointed unless he has reached his 60th birthday.

At the time of investigation, ap- plicants will be required to submit proof of date of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evi- dence. Any willful material mis- statement will be cause for dis- qualification.

Requirements: There are no for- mal educational or experience re- quisites, except that a person must have a language application.

The general application must be filled out of every three candidates cer- tified on the list. No. 09 on the first three, 967635 were absent from the exam, 13 disqualified and 34 disapproved, 15 persons on the list, in fact, gained those positions.


civil service commissioner and personnel director in government se- rvice. The only hitch is that with the $28,000,000 appropriation, and other local, as well as State governments, and even the Federal gov- ernment. The only hitch is that with the $28,000,000 appropriation, full accomplishment was impossible. Thus the newly created Personnel Department was handicapped from the start.

A real N.Y.C. Civil Service Commission, a salary sched- ule a model would cost about $100,000,000.

Relative Importance

A government administration which classifies an income policy to report how much it would cost to pay all salaries on a realistic basis. After this estimate is checked, and the budgeting process begins, provision should be made for such a comprehensive policy of cutting the recruitment cloth to the pattern of a short budget, which too often has been tried, and too often found wanting. Cliffs are impossible and the real fact is that the cliff is the difference between providing top executive and officials who can hachieve the best work at the salary the government is will- ing to pay. All that the commissions and personnel directors can do is to provide for eligible lists from which to hire the best talent that can be obtained at the salary offered. Every civil service commissioner and personnel director in government se- rvice agrees that mass recruitment was not subject to such defeating monetary limitations.

The Sorry Side

Behind all this is the sorry fact that national, State and local government administrations do not show as much interest in civil service negligence as they should. Governor Averell Harriman of New York is on record as having said that as far as he is concerned, mayor Robert P. Wagner of N.Y.C. should assume personal responsibility for civil service administration, the first chief executive of any branch of government, so far, to do so. He even said he wants to manage and run the Civil Service Department re- port.

They are the three board mem- bers, and they have the authority to make appointments to the Civil Service Commission. The only hitch is that with the $28,000,000 appropriation, full accomplishment was impossible. Thus the newly created Personnel Department was handicapped from the start.

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THE PUBLIC EMPLYEE

By JOHN F. POWERS
President
Civil Service Employees Association

Labor Day and the American Worker

Labor Day, celebrated by all in the United States as the day of recognition of the American worker, had its beginnings in the late nineteenth century. For many years during the '90s the forerunner of all local labor unions and of support of every government worker, the Knights of Labor, paraded on the first Monday in September. At the impetus of this group, in 1884 all workers in the country joined in a drive to have this day considered a national holiday. The American labor movement, recognizing the size of governmental employee groups, is hard to estimate. Only a few of the organizations publish their membership figures, and it is estimated that there are more than 16,000,000 members in the various labor groups in the country. These include organized local unions, county, and local government employees.

Our Part in the Labor Movement

We are a part of this labor movement. Although the organized Government workers constitute only a small segment of the 16,000,000, their impact on government is enormous. The growth in the size of governmental employee groups is hard to estimate. Only a few of the organizations publish their membership figures, and it is estimated that there are more than 16,000,000 members in the various labor groups in the country. These include organized local unions, county, and local government employees.

Recognition Comes Through Effort

It is only through collective effort that the government employee can achieve the recognition of dignity he so richly deserves. This is why we are here today. We are talking about the dignity of his position, and about the recognition and respect that goes with that dignity.

The Association and You

Your employee organization—The CSEA—needs the earnest and sincere membership of all state, county and local employees in the state.

Labor Day should be a day of inspiration and organization of our Association, as well as a day to commemorate the history of the American movement.

Team of Dickinson, Pitoni Reunited in State Commerce Dept

ALBANY, Sept. 5—It isn't generally known but New York's Commerce Commissioner and the Deputy Commerce Commissioner are old friends and political bedfellows. Commissioner Edward T. Dickinson, the Commerce Commissioner, organized the first Young Democratic Club in Nassau County in 1887. Mr. Pitoni was sworn in to his new State post last week in the presence of Judge McCarthy, of whom he is an old friend. Commissioner Dickinson is the first Young Democratic movement.

With the second Democratic Primary now over, the official State party, with the Comptroller, and the support of the Knickerbocker Radiant, sponsored by Mrs. Frederic Hem, his wife's mother and father, Samuel Pitoni was secretary of state elected.

Salaries for Employees

The meeting is expected to be highlighted by delegates' approval of a resolution urging the State to appropriate a substantial sum of money for salaries, and to provide an adequate overall payroll plan.

The CSEA salary committee recommended a $20,000,000 appropriation. The resolutions committee at its meeting last week approved the question of a salary appropriation.

Albany, Sept. 5—The 45th annual fall meeting of the Civil Service Employees Association will be held Monday afternoon and Tuesday, October 10 and 11 at the DeWitt Clinton Hotel and at CSEA headquarters here. It promises to be the largest meeting the Association ever held.

Salary Goal is Prominent

The session gets under way at 3 P.M. on Monday, October 10, with the dinner, at which time election announcements will be made, will address the group.

Proposed Agenda

The resolutions committee for the annual fall meeting of the Civil Service Employees Association will be held Monday, October 10.

Safety First Address to Western Group

AYON, Sept. 5—Arthur Mc- Causley will be principal speaker at a meeting of the New York chapter of the Western Conference, Civil Service Employees Association.

The retired member, who has been a prominent figure in the Long Island chapter of the Western Conference, is a former member of the highway law department and safety on the roads.

CSEA Executive Secretary

In the afternoon, the Conference will hear an address by Thomas Truax, chairman of the executive committee, which will discuss the state civil service department.

COUNTY ALDERS

The occasion was marked by the attendance of many of the intra-department representatives on executive committee.

This will be the first time in CSEA history those elected will serve two-year terms.

The resolutions committee for the annual fall meeting of the Civil Service Employees Association will be held Monday, October 10.

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Court Upholds Dismissal Of Employee Who Has Satisfactory Rating

WASHINGTON, Sept. 6 — The Government has a right to dismiss "unemployable" employees speedily, even though they may have "satisfactory" performance ratings, according to the United States Court of Appeals.

Declaring that while the Per-
U.S. Needs Laborers
At $52 to $54.60 a Week; Only Veterans May Apply

The labor shortage, one of the biggest problems confronting employers, is re-emphasized by law to veterans entitled to preferential treatment.

Applicants for the positions are required to be veterans, and all veterans are entitled to preferential treatment.

Applicants should present their applications as published both in newspapers and in veterans' publications. Non-veterans will not be considered.

To Need l^uch
The exam is No. 2-64(55). Men- whether they are employed in the Post Office or in private enterprise.

The first year of service will be paid at the rate of $5,750 to $7,190, to meet competitive conditions.

Salary is based on the standard levels for competitive positions.

One eye and ability to read with one eye and ability to read without a straining effort.

The Civil Service Law requires that one eye be able to see 20/20 or better.

Compulsory tests for vision and blood pressure will be made.

The New York City Police Department is conducting the examinations.

There are also several other positions available, such as janitorial, custodial, and other positions.

The police department will be conducting the examinations.

Several thousand appointments are available each year for police officers.

A career appointment will be given to those who meet the requirements.

The police department has made several thousand appointments each year.

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The Article:

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Published every Thursday by
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TUESDAY, SEPTEMBER 6, 1955

40 Hour Week as Vital
As Security in One's Job

The slowing of government to subscribe to the same
standards it imposes by law on private industry has
been one of the most disheartening aspects of public
employment, but fortunately is disappearing.

The Federal government has a 40-hour week; the
New York State has a 40-hour week for
those who work in institutions; Mayor Robert F.
Wagner has asked Budget Director Abra-
ham D. Beame to estimate the cost of a
general 40-hour week in NYC, where such
a week exists also for some employees,
but not for others.

John F. Powers, president of the Civil
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man, both urging the State to join in the general
move to conform government personnel standards to those
existing in private industry.

Mr. Powers asks for a study of how to make the
40-hour week general in State employ. The Governor
himself is on previous record favoring such a project.
The question of cost arises. The Association offers to
join the Governor fullest co-operation in connection with this
aspect and other facets of the improvement.

The other letter deals with making more State jobs
more secure.

In private employ a different basis exists than in private
industry, because appointments and promotions are
made under the Merit System. Nevertheless, greater security to the employee, as Mr. Powers points out, exists for those who work in competitive class jobs, but those who
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more secure.
General Administrators Are Held Nation Need As Specialists Bog Down

General administrative ability, which can be acquired by a specialist, is now being considered a need of the times, as the United States, both in government and private industry, to higher standards of performance and production.

Until recently there was a grea

Concerning the nature of service, the subject is discussed by J. Pellew, in the United States, to be a broader one, with vision, breadth, and imagination, he writes. "At present, few public administrators have pursued original paths of study and a normal routine of duties to be assigned to them against that development."

He has had wide administrative experience, including consumer affairs and the like, and has held various general administrative positions, including the position of the public administrator, chief of the office of consumer affairs and the like.

He admits he made one mistake.

"The only time," he recalls, "I thought I had to do it, was when I was an expert on space law in the United States, and a special problem, because of the year round efforts by the American social work community, which American social work is grounded.

What we most need is a specialist when he sees a specialist knows, he says.

"There is a challenge to those who are in the public service or any concerned with the social work which is done in schools, to fashion administrators and make the means to carry out the job of social work, in the personal, shape, what we must do," he says.

The public administrator must have a knowledge of social work, as the book, "The Stateman," he says, "must have an idea of the jigsaw pieces together so that they move along.

More than a specialist knows, he says.

"The social worker has a little idea of the nature of administration, but a much better idea of what the specialist knows." He adds.

(Continued on Page 10)

Javits Explains How Law Aides Year-Round Work Gets 8-Day State Fair Rolling Merrily Along

Residents of New York State, New York City, and 49 other States, who are now en-
joying the New York State Fair, and the tremendous improvement of the State Fair
lighting, the fine entertainments and the accomplished agricultural dis-
splays, will be greatly benefited by the demonstration of what the Empire State Fair can be because of the year round efforts of State employees.

General Administrators Need More Training to be Continued, he continued, as a general administration of the State was designed, to provide the employees in a team of general administrative training for the public administration.

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(Continued on Page 10)

State Suppliers

To Claimants in Some Cases Involving Jobless Insurance

In accordance with a new law, unemployment insurance claims to which benefits have been upheld by the Unemployment Insurance Appeals Board but disallowances have been upheld by the Court of Appeals from a ruling favorable to the claimant.

The results of these labor may be passed along to consumers through educational inspection and grading, to better production, and to determine the quality for consumers.

Division of Standards and Pur-
chasings' and the Bureau of Education will demonstrate how inspectors through egg can-
demonstrations, and by home cleaning fluids in the home.

Mr. Javits comments:

"Short as we are," he continues, "Finding personnel to administer the service, is now being considered a need of the times, as the United States, both in government and private industry, to higher standards of performance and production.

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The public administrator must have a knowledge of social work, as the book, "The Stateman," he says, "must have an idea of the jigsaw pieces together so that they move along.

More than a specialist knows, he says.

"The social worker has a little idea of the nature of administration, but a much better idea of what the specialist knows." He adds.

(Continued on Page 10)

Aides Year-Round Work Gets 8-Day State Fair Rolling Merrily Along

Residents of New York State, New York City, and 49 other States, who are now en-
joying the New York State Fair, and the tremendous improvement of the State Fair
lighting, the fine entertainments and the accomplished agricultural dis-
splays, will be greatly benefited by the demonstration of what the Empire State Fair can be because of the year round efforts of State employees.

General Administrators Need More Training to be Continued, he continued, as a general administration of the State was designed, to provide the employees in a team of general administrative training for the public administration.

The training means to carry out the job of social work, in the personal, shape, what we must do," he says.

"I think there is a special problem, because of the year round efforts by the American social work community, which American social work is grounded.

What we most need is a specialist when he sees a specialist knows, he says.

"There is a challenge to those who are in the public service or any concerned with the social work which is done in schools, to fashion administrators and make the means to carry out the job of social work, in the personal, shape, what we must do," he says.

The public administrator must have a knowledge of social work, as the book, "The Stateman," he says, "must have an idea of the jigsaw pieces together so that they move along.

More than a specialist knows, he says.

"The social worker has a little idea of the nature of administration, but a much better idea of what the specialist knows." He adds.

(Continued on Page 10)
NYC Tests That Open Sept. 8

The following are requirements for jobs with NYC. Applications can be made by mail. (Thursday, Sep-
3rd filing period), $5.50. Applications may be
made by mail to the same address where indicated.

Open-Competitive

753. ASSISTANT DIRECTOR
City Housing Authority, $2,800 to $3,400; one vacancy in
New York City. Requirements: (1) bachelor’s degree
in civil engineering and three years’ experience in
government or related work; (2) two years’ experience in
high school graduation and one year’s experience in
teaching or technical training in school of engineering or
administration or equivalent combination of educa-
tion and experience. Pee $5. Application may be
made by mail. (Wednesday, September 29).

749. JUNIOR DRAFTSMAN, $1,750 to $2,450; 10 va-
cancies in various City courts. Requirements: either
(a) high school graduation and two years’ experience
in technical training or office work; or (b) four years’ ex-
perience in a combination of education and practical
work; or (c) high school graduation and one year’s
experience in technical training or office work in
cooperative education program. Pee $5. Application
may be made by mail. (Thursday, September 29).

748. ENGINEERING AIDE, $2,250 to $3,300; 30 vacan-
cies. Requirements: (a) four years’ high school
graduation and two years’ experience as draftsman or
engineer; or (b) five years’ experience as draftsman or
engineer. Pee $5. Application may be made by mail.
(Thursday, September 29).

747. SUPERVISORY FIRE INSPECTOR, $2,500 to
$3,000; 12 vacancies in Department of Fin-
cance. Requirements: (1) four years’
experience in classification of structure,
architectural, administrative or consulta-
tive capacity. Pee $5. Application may be
made by mail. (Thursday, September 29).

746. OCCUPATIONAL THER-
APY, $1,100 to $1,600; 10 va-
cancies in New York City. Requirements:
either (a) completion of course in occu-
pational therapy; or (b) valid license as
occupational therapist recognized by
American Occupational Therapy
Association. Pee $5. Application may be
made by mail. (Thursday, September 29).

745. PARKING METER COL-
LECTOR, $1,425 to $1,700; 200
vacancies in Department of Finance.
Requirements: (1) two years’ experi-
ence in classification of structure,
architectural, administrative or consulta-
tive capacity; (2) ability to work under
stress; and (3) willingness to be
exposed to all weather conditions and
exposure to body moves and patients.
Pee $5. Application may be made by mail.
(Thursday, September 29)

744. MEDICAL OFFICER (MIL-
STILL MILL), $2,450 to $2,500;
12 vacancies in City Housing
Authority. Open to all qualified
U.S. citizens. Requirements: (a) seven
years’ experience as medical officer in
military service; (b) one year’s experi-
ence in a combination of education and
experience; or (c) completion of 150
hours of related training in public
health or medical school or equivalent
training. Pee $5. Application may be
made by mail. (Thursday, September
29).

743. ENGINEER, MAN-
TAINER, City Housing Authority,
$1,300 to $1,410 an hour. (Filer
3rd filing period). $5. Applications
may be made by mail to the same
address where indicated.

750. COURT REPORTER, $6-
00 to $900; 100 vacancies in various
City courts. Requirements: (a) eight
years’ experience as court reporter
or court stenographer; or (b) four
years’ experience plus two years
as legal secretary, bookkeeper or
clerk. Pee $5. Application may be
made by mail. (Thursday, Sep-
3rd filing period).

NYC to Act Soon
On Police-Fire and Social Worker Tests

The NYC Civil Service Commis-
sion announced the following official requirements for social
investigator and Fire Department events which will be to de-
putie chief and captain.

The Commission meets September 8.

751. CIVIL ENGINEERING DE-
PARTMENT, $1,425 to $2,025; 50 va-
cancies in various City depart-
ments. Requirements: (a) high school
graduation and two years’ experience
in engineering, architecture, or related
field; or (b) two years’ experience in
engineering, architecture, or related
field plus one year’s engineering or
architectural training; or (c) completion
of two years’ training in engineering,
architecture or related field; or (d) com-
npleted training in engineering, archi-
technology or related field and four years’
employment in field of family casework and
three years in supervisory, administra-
tive or consulting work. Pee $5. Application
may be made by mail. (Thursday, Sep-
3rd filing period).

752. ASSISTANT DIRECTOR
GEOGRAPHIC SURVEY, Super-
intendent of Work, $3,300 to
$3,600; one vacancy in
New York City. Requirements: (1) master’s
degree in geography; (2) certificate of
master’s degree in geography; or (3) five
years’ experience in survey work, including
two years in group work and three years in
active or consultative capacity. Pce $5.
Application may be made by mail. (Wednesday, Sep-
3rd filing period).

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Tobacco tailored to my taste
pipes cigars
1010 MADISON AVE. TEL. 99-1719

NYC Tests That Open Sept. 8

Dr. Studenski Analyzes Effect of Pension Ruling

Dr. Paul Studenski wrote State
Comptroller Arthur Levitt, pro-
testing the denial of pensions to
workers employed under contracts
negotiated with the former Board
of Education, for the following in the third
and final installment:

Personal Effect
On the personal economic side
Dr. Studenski says: "New "the
effect of the removal of this
misapplying the opinion of the
Attorney General, the intention
of this provision was to make
the retirement system of the
City for a special purpose,
unfunded. Agreement. It was
The Court of Appeals for the
Second Circuit reaffirmed this
on the personal economic side.

N.Y.C. Civil Service Commission

N.Y.C. Civil Service Commission

ALBANY B. MCDowELL
Over 45 Years Service to Public Complete Line of HARDWARE

38 Conel St. 1-1347
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ALBANY, N. Y. 2-6601
Choice midweek league spot
available -- 10 allies. Home games every Fri.

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UN 9-5566

MEN'S SHOES

MANUFACTURERS' SHOE OUTLET

choice midweek league spot
available -- 10 allies. Home games every Fri.

{}
Rent Collector Among State Tests Now Open

Exam for positions of rent collector in NYC and the State will close Sept. 14.

Salary range is $3,500 to $4,000.

Requirements for the position are: (1) three years' experience as a building inspector or other work requiring knowledge of building, maintenance, rental practices and housing conditions, or conducting field investigations or inspections and preparing reports; and (2) a high school education.

To apply: Write to the State Civil Service Department, Civil Service Building, Albany, or mail charts to the nearest Public Office Building.

where to apply for public jobs

2104. ASSISTANT DIRECTOR, (CLINICAL LABORATORY, $5,300 to $6,000; one vacancy in NYC. Requirements: (1) bachelor's degree and three years' experience in clinical laboratory research requiring technical knowledge and skills; and (2) at least one year of experience in supervisory or administrative capacity; or (a) bachelor's degree and five years' experience in clinical laboratory research; or (b) medical degree and one year of experience in supervisory or administrative capacity. Fee $5. (Friday, September 16).

2105. ASSISTANT TO THE VETERINARIAN, $3,200 to $4,000; one vacancy at Napanoch or Westfield State Farm. Requirements: (1) a bachelor's degree in veterinary science; or (b) three years' experience in a similar field; and (2) one more year of experience or the equivalent combination. Fee $5. (Friday, September 30).

Open-Competitive

Candidates must be U.S. citizens and residents of New York State unless otherwise indicated.

The following State open-competitive exams are now open for rent collector in Albany and competitive exams in Buffalo and Binghamton.

2106. ASSISTANT HUMAN HUSBANDRY ENGINEER, $5,200 to $6,000; one vacancy in NYC. Requirements: (1) state license to practice veterinary medicine; (2) four years' experience in veterinary medicine; and (3) a bachelor's degree in veterinary science. Open to all qualified U.S. citizens, except New York State residents. Fee $5. (Friday, September 20).

2107. VETERINARIAN (SMALL ANIMALS), $5,000 to $6,200; one vacancy at Albany. Requirements: (1) state license to practice veterinary medicine; (2) four years' experience in veterinary medicine; and (3) at least one year in practice in a veterinary hospital. Fee $5. (Friday, September 16).

2108. ASSOCIATE PHYSICAL THERAPIST (PUBLIC HEALTH), $4,500 to $5,400; one vacancy in Health Department. Requirements: (1) state license to practice physical therapy; (2) one year's experience in supervisory or administrative capacity; or (a) a master's degree in physical therapy; or (b) college graduation and three years' work experience in physical therapy; or (c) two years' work experience in physical therapy and one year of experience in administration. Fee $5. (Friday, September 16).

2109. SUPERINTENDENT, $5,540 to $6,460; one vacancy at Napanoch or Westfield State Farm. Requirements: (1) a bachelor's degree in agriculture, or (b) a master's degree in agronomy; and (2) at least two years of experience in supervisory or administrative capacity. Fee $5. (Friday, September 16).

2110. FOOD SERVICE MANAGER, $4,350 to $5,000; one vacancy at Napanoch or Westfield State Farm. Requirements: (1) at least two years' experience in supervising or directing food service in a large-scale dining operation in large institutional facilities; or (b) a bachelor's degree in food service management or a related field, plus two years' experience in food service administration; or (c) a bachelor's degree and one more year of experience, or the equivalent combination. Fee $5. (Friday, September 16).

Exams for positions of rent collector in the State and the local Civil Service Commission charge fees at rates fixed by law.

under our modern plan... CIVIL SERVICE EMPLOYEES QUALIFY FOR SAVINGS up to 30% on Auto Insurance

Governing Employees Insurance Company's statistics prove that Civil Service employees are better than average drivers and deserve lower auto insurance rates.

When you qualify for savings on your automobile insurance of up to 50% below the QUARTER MILLION POLICYHOLDERS . . . OVER $30,000,000 IN ASSETS

For information, write to: Governor EMPLOYEES INSURANCE COMPANY, 75 Broadway, New York, N.Y. 10005.
FEDERAL EXAMS OPEN IN METROPOLITAN AREA

APPLICATIONS FOR THE FOLLOWING U.S. JOBS IN THE METROPOLITAN AREA MAY BE SECURED:

Second U.S. Civil Service Regional Office, New York, N. Y., or at the addresses indicated.

All applications should be sent to the appropriate address. Last date to apply, if any, is given.


THE MENTAL HYGIENE employees Association, which this year
announces its fiftieth anniversary, is justifiably proud of its accom-
complishments at the institutional and departmental levels. Its calm,
clear presentation of the facts, in conferences with hospital adminis-
trators and officers, has earned MHEA a strong berth as spokesman for the mental hospital employee. Nor is the group resting on its laurels. Its current membership drive is keyed toward a united front in the profession with a true work effort for institutional and professional aids, with no loss in present take-home pay.

"Everyone Has Problems") is the theme of the Mental Hygiene Department's exhibit at the State Fair.

Some common emotional problems are being portrayed by Mother, Dad, and Alaska "Big Bear," members of a new cartoon family specially created for the department by Joe Musial of "Blondie" fame.

Dad, Junior and Big Sister, members of a new cartoon family especially created for the department by Joe Musial of "Blondie" fame.

Fathers Service Guide

The NationalAssociation of Father's Day observed June 19.

SHAVE YOUR NECK AT

Shave your neck at the

Henry Ford Hospital.

Shave your neck at the

Henry Ford Hospital.

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Fathers Service Guide

The NationalAssociation of Father's Day observed June 19.
REAL ESTATE
Houses — Homes — Properties
The Best Gift of All — Your Own Home

INTER-RACIAL
Beautiful Wyckoff
5 Gorgeous Models
NEW! NEW! NEW!
This home is for the buyer who likes all of his rooms on one floor — its
large rooms are amply served by a modern kitchen and bath. The
everyday — a modern two room kitchen
contemporary home for those who
first class swimming pool. $16,500.

AUGUST SPECIALS
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2 family inside brick; semi
modern, kitchen & bath; oil;
newly decorated $20,000
Price
$9,900

ST. ALBANS
2 family brick; 6 and 5;
finished knotty pine basement
with a playroom: modern baths
and kitchen; oil heat; 2 car
garage. Price
$12,800

HOLLIS
7 room Cape Cod; 3½ years
old; knotty pine; oil heat;
ear garage; price $10,999

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CIVILIANS
WE SPECIALIZE IN G.I. & FHA MORTGAGES

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(Baisley Park)

BAISLEY PARK $12,990

INTER RACIAL

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4 lovely modern rooms. 1½ bath
garage. Large living room and
instant heat. $11,500

ST. ALBANS $10,500
Beautiful 2 bedroom house, 22 x
100, automatic heat, finished
basement, garage. Real heat. $10,500

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bedrooms, garages, drug store, on
Park Ave., near 124th St. $1,000

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for G.I. or FHA MORTGAGES — Talk
to the best house dealer in town.

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6 Years Brick and Shingle
DETACHED RANCH BUNGALOW

This home is for the buyer who likes all of his rooms on one floor — it's
large rooms are amply served by a two room kitchen and bath. The
everyday — a modern two room kitchen

Bayswater, 16 years on land.

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Bayswater Park $7,900
Cash $200 G. I.

This Is A Honey!

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Bungalow 4½ Rms.

HOLLIS: Beautiful brand new 2 family Custom Built Brick and
Shingle. Two 2 room modern apartments, nicely
furnished. Price
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ST. ALBANS $18,990 3 Yrs. Old
2-FAMILY BRICK COMB.

Located on large plot in nice residential section. Bath 1½
rooms, attic, basement, vacant, No closing fees.

Live Rent Free — Move Right In
Take over large G. I. 4½ Mtc

Many Other Good Buys in 1 & 2 FAMILY HOMES
TOWN REALTY
186-11 Merrick Blvd.
Springfield Gardens, L. I.

G. I.'s SMALL CASH

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1 family 6 room detached home,
3 bedrooms, bath, living room,
unfurnished, electric, gas heat.
Easter Park, $11,500

Springfield Gardens

$14,900

Do not let this beauty 1½

Hollis

$15,500

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Large Studios To Choose From

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ST. ALBANS $10,500
Beautifully furnished 3 bedroom
double occupancy and full,
$12,800

ST. ALBANS $10,500
Beautifully furnished 3 bedroom,
$12,800

HOLLY

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St. Albans

G. I.'s SMALL CASH

In addition to the

Springfield

$14,900

G. I.'s SMALL CASH

Hollis

$15,500

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Beautifully furnished 3 bedroom
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$12,800

HOLLY

$4,000

To read H. J. Bernard’s weekly

REAL ESTATE
St. Albans
Employee Ideas Triple in 2 Months Awards are Given

A 300 percent increase in suggestions received from employees during the last two months has been announced by A. Hurrib, acting manager of the N. T. Regional Office of the United States Government. (Continued from Page 36)

DISTRICT ATTORNEY, assigned to the post of the Public Administrator, upon the appointment of the Public Administrator, shall assume the duties of the Public Administrator's office, the said Judge or his successor shall be the Public Administrator and shall be elected by the Land owners at the time of the holding of the Land owners' meetings.

The Public Administrator's office shall be maintained at the Court House, and the Public Administrator shall be responsible for the proper management of the Public Administrator's office.

When a Public Administrator is assigned to a special task, such as the collection of the Public Administrator's office, the said Judge or his successor shall be the Public Administrator and shall be elected by the Land owners at the time of the holding of the Land owners' meetings.

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(Skipped content)

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NEW YORK CITY POLICE DEPARTMENT

PATROLMAN

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SECRETARIAL
30 to Benigni Graziano, institutional vocational aide at Ray Brook State Hospital, for his sagacity in adapting a jig and grinding assembly to sharpen jointer blades on a machine lathe.

Harriman appointed John W. Powers, county highway account clerk in the Albany Office of the County of the City of Albany, to the position of assistant to the director of Robert M. Barrett, acting director, and all departments which assisted in its establishment. A. D. O'Connor, Regional Administrator, Federal Civil Defense Administration, under the direction of Mr. O'Connor, has been designated to direct the operation of the project from the Albany Office of the Bureau of Organized Community Services. In most instances, for the first offense the court will place the defendant on probation. A more uniform integrated probation system all over the country is needed.

The easiest way is to say that the parents are at fault and let it go at that. This attitude is the one shared by many social workers, have a program set up suitable to the individual, which could possibly be a wholesale solution to the problem of delinquency.

In New York State, with excellent probation services, still has eleven counties with no service at all. In other States, the ratio of no probation to a well-disciplined system is 1 to 20.

New York State, with excellent probation services, still has eleven counties with no service at all. In other States, the ratio of no probation to a well-disciplined system is 1 to 20.
The LEADER continues publication of study material for the NYC promotion exam for leut inant (P.D.). Sample questions are given. Krupski, E, P.D. Exams, page 4.

The exam has been reopened for receipt of applications on September 13, 1955.

21. When a member of the force, who is investigating a complaint for a crime, believes that evidence of such crime may be obtained by wire-tapping, what action should he take?

22. In taking a drying declaration, what is the principal element to be considered and on which the patient should be fully interrogated before signing?

23. In searching for fingerprints in an automobile would the front door windows or the rear be the more probable source of good prints?

24. When a person is arrested for violation of the gambling laws, and there is an automobile in the immediate vicinity, which is owned by the person arrested and is believed to be used by him in connection with his gambling activities, what action should be made of the automobile?

25. How should a cartridge or bullet be marked if the person arrested is not in the number of the force who finds it?

26. If a detective wishes to submit a laundry mark to the laboratory for examination, why must it be brought in person to the laboratory rather than by telephone?

27. What is the meaning of the word "SUBSIDIZED" as used in this sentence?

28. When a pistol or revolver is absolutely found and voluntarily surrendered by a person to a police officer, how should the officer act?

29. To the Above-named Defendant: TO YOU

30. What is the meaning of the word "ATTACHED" as used in this sentence?

31. "A policeman must not fail to realize that he is the cynosure of the public eye, and a ready mark for the satirist's pen."

32. "The President of the Corporation Counsel, as used in this sentence?

33. How should a cartridge or bullet be marked if the person arrested is not in the number of the force who finds it?

34. "A policeman must not fail to realize that he is the cynosure of the public eye, and a ready mark for the satirist's pen."

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for nomination is Thursday, September 15.

Full State in CSEA Election

(Continued from Page 1)

Southern Conference to Hear CSEA Candidates for Office

Nominations Close Sep. 15

For Supervisor Training, Day Courses Will Be Given

ALBANY, Sept. 5 — Now is the time for State employees to let their supervisors know they want to participate in day supervisor training courses. Last date for nominations is Thursday, September 15.

Three Courses in Five Cities

The sessions will be conducted in NYC, Buffalo, Albany, Rochester and Syracuse. Courses include Fundamentals and Supervision, Case Studies in Supervision and Administrative Supervision.

The course will be held under way in NYC the week of October 2. That same week will see the start of the Supervision course in Buffalo and the Case Studies course in Rochester and Syracuse.

The three sessions will be held beginning the week of October 12. Classes will meet for a three-hour session each week for a ten-week session.

The Basic Courses

Fundamentals of Supervision in a business enterprise includes an analysis of the problems between grades 7 and 15 and is designed to introduce office personnel to the fundamentals underlying good employee relationships and efficient work management. Included are such topics as personnel, supervising, delegating work, planning, employee relations, time and motion studies, employee relations, control and coordination, and job improvement techniques.

"The course," the Civil Service Department said, "provides an opportunity to present these problems in general and the exchange of ideas to the mutual advantage of class members and instructors."

Follow-Up

The following course is Case Studies in Supervision. It is open only to those who have successfully completed Fundamentals or Administrative Supervision. Case study training is particularly effective in the class for analysis and study, and the group attempts some solution to the problems in exercising proper judgment in the evaluation of the facts in the case. The interdepartmental representation is designed to assure greater opportunity for learning from each other.

The Administrative Supervision course is for State aides above grade 15 who are planning to become supervisors and leadership are stressed and planning is required. The course is more specifically and directly in the Fundamentals course.

"The purpose of the administrative course, however, is essentially the same," the department said. "The course is designed to provide employees with a sound and fundamental course to promote good employee relations and to strengthen effective work management.

"The State has made no definite decision to curtail or remove the Board, although it would like to see these facts at the first meeting.

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