CSEA Resolutions
Law Groundwork For 2 Action

Suffolk CSEA Jolted By ‘Double Standard’ Action of County Board

One was the discovery of loopholes which left about 200 county workers with minimum pay increases of from $13 to $15 a year. Those cases were said to be ruled in special circumstances involved.

Onondaga Slaps Union Claims to Health Plan

The CSEA leaders were jolted by the Suffolk County chapter of the Civil Service Employees Association which has expressed its dissatisfaction for "a recent statement circulated by the union among county employees claiming credit for employees' improvements."

The CSEA said that heading the Suffolk CSEA's claim is credit for adoption of the Health Plan. The CSEA said the union was the first to demand this. The CSEA also claimed credit for adopting the plan in the county.

Winning the State Health Insurance Plan in the State Legislature was the CSEA, the chapter for a job reclassification of county positions. "The CSEA and the Labor Department have been able to place the county positions in the State plan," the CSEA said.

CSEA did this "Not by implication, but rather through action."

The CSEA leaders were jolted at the Suffolk CSEA which, at first, was generous in its praise for the new program.

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For '62 Attrition

Civil Service Employees Association has been hammered out

CSEA Resolutions have been approved and it is expected that the list will be added to during the CSEA meeting.

The approved resolutions contain provisions on salary and work benefits for political substitutions, pay and retirement benefits on the State level, general pension improvements and fringe benefits.

For the first time, a five-day work week for State employees has been recommended for further study also are.

Starting with the number 2 resolution, here is the list to date:

1. A definite plan for accomplishing the many questions and return on the many issues involved.

2. Time and a half pay for over-time of state employees.

3. Adjust pay scales per hour for laborers.

4. Require salary plans in all public systems.

5. Require salary plans in political subdivisions.

6. Withhold State aid for salaries of County Welfare Department employees.

7. 10 percent premium pay for night shift work for State employees.

8. State pay at end of boar year at times and a half rates for overtime.

9. Labor Appeals

Due Before Oct. 1

ALBANY, Sept. 11—State laborers who feel their classification or reclassification under the administrative reclassification program was in error may apply before Oct. 1 for a review and change, Thomas Opehl, of the Civil Service Employees Association, reported this week.

Successful appeals filed with the Director of Classification and Compensation prior to October 1 will be effective retroactive to May 1, 1961. Successful appeals filed before Oct. 1 will be effective on the date of final decision.

The CSEA leaders were jolted at the Suffolk CSEA which, at first, was generous in its praise for the new program.

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Newburgh Armory Site Of Southern Conf. Fall Meet

The Southern Conferences of the Civil Service Employees Association will hold its fall meeting Sept. 28, 29 and 30 at the Newburgh Armory, Newburgh. The Leader learned this week. Candidates for election to statewide offices in the Association will be featured guests. In announcing the meeting, Secretary arid legis representation must be raised. The Association for 1962, some prepared to discuss and implement the many questions and problems anticipated. It is little value to confine your ideas, great ideas and opinions to your own backyard.

Mr. Lasch concluded that in his opinion, legislation in this area is unnecessary in view of the determination rendered in the cases cited.
The Brooklyn YMCA is offering a course in basic black and white electronics to employees. Basic black and white candidates must have a bachelor's degree in electrical engineering or be in the military. An additional training in nuclear engineering is highly desirable.

Further information may be obtained from the present officer, U. S. Atomic Energy Commission, New York Operations Office, 245 Hudson St., New York 14, N.Y.

Blackfridays Casing Need Italian Access

The Brotherhood of Sleeping Car Porters will be holding interviews for its members who have been discharged from Armed Forces of the United States and will continue its search for members who have served in the Armed Forces of the United States on active duty on or after 1 Jan. 1958.

Inquiries for eligible veterans should be sent to the Brotherhood of Sleeping Car Porters, 440 Broadway, New York 13, N.Y.

Police Fraternal Groups Set Annual Celebrations

The Police Department's Fraternal Order of Police will be holding its annual banquet and dance in the City Center Ballroom on Oct. 8. The banquet will include the annual entertainment and reception. Two officers may be authorized to attend. The banquet will be held in the City Center Ballroom and the dance will be held in Prospect Hotel, 263 Prospect Ave., Brooklyn, on Oct. 25.


drat These Gates

The Department of Motor Vehicles has given some relief to the municipalities requiring municipal licenses in the Bronx. These licenses have been in effect since 1958, but now the city has decided to eliminate them.

New York City's promotion test for civil engineers will be held on Oct. 11. The test is open to all candidates who have completed the necessary courses or have equivalent experience.

Applicants must be 18 years of age or older and have completed high school. They must also have passed an examination administered by the New York City Board of Education. The test will consist of written questions covering subjects such as mathematics, physics, chemistry, and general knowledge.

The test is scheduled for Oct. 11 at various locations throughout the city. For more information, please visit the Board of Education's website or call 1-800-662-7222.
Manager Development Programs For All Departments Ordered By Rockefeller

ALBANY, Sept. 11 — Governor Rockefeller has written all state department and agency heads to request the immediate establishment of management development programs.

Such activities do not diminish the responsibilities of department and agency employees and do not constitute the views of this newspaper or of any organization.

The letter directed GOs to request the training and development of state employees in management skills. Agency heads would be asked to have a “progress report” from each agency within 90 days after the programs were being conducted.

The Governor’s letter referred to various activities that have been done in some state agencies, which have been noticed in various jobs to give them wider experience.

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One Million Federal Aide Selects Blue Cross Under Benefits Plan

The world's largest group of present protecting themselves against the cost of hospital and medical care is presented with a symbol Blue Cross and Blue Shield coverage at the cost of hospital and medical care is presented to all Federal employees. The United States Government, marked the enrollment last week of 4,000,000 members in special ceremonies in the Senate dining room. The person of the Senate select the Blue Cross and Blue Shield plan and the Senate Select the Blue Cross and Blue Shield plan to the Federal Employee Health Benefits Plan.

About two and one-half million federal employees, including 157,000 in New York State, are eligible for hospital and medical benefits under a Congressional act passed in 1956 providing for the enrollment in pay at the cost of hospital and medical care for any covered individual or group of employees from thirty-eight-approved insurance and prepayment organizations.

Atting the hundredth birthday, Dr. Kerzel was the son of a medical doctor. The first ever issued Blue Cross and Blue Shield plan and the Senate Select the Blue Cross and Blue Shield plan to the Federal Employee Health Benefits Plan.

Mr. McHenry and Dr. Howard praised the Federal employees Health Benefits plan. They pointed out that in offering the program to employees of the Federal Government, the Civil Service Commission is leaving the choice among 38 approved carriers entirely up to the individual employer. The fact that 32 per cent chose Blue Cross and Blue Shield during the initial enrollment is irrefragable evidence of public confidence in the Blue Cross and Blue Shield plans.

Nationally, 17 million persons are enrolled in Blue Cross. Of these, 18 million have bought Blue Cross and Blue Shield plans. Mr. Kerzel and his family live in Alexandria, Va.

Task Force Meetings To Begin This Week

The first public hearings scheduled by the Preliminary Task force will be held Sept. 13 and 14 in Washington, D.C.

185 Courses Offered By Training Program

The Civil Service Training Program Bulletin has just been published by the Civil Service Commission. It announces 185 courses for Federal employees who are selected by their agencies for inclusion in the interagency program coordinated by CSC.

All but 30 of the courses will be taught in the Washington area. Similar bulletins are published by CSC regional offices listing courses available in the field. Subjects to be covered include one or more courses in general management, supply management, personnel administration, automatic data processing, administrative operations, communications, protection and safety, civil defense, management engineering, environmental health training, and communicable disease control.

Courses available this fall represent a 50 percent gain over courses offered last spring. Last fall, approximately 676 Federal employees attended training courses sponsored by agencies other than their own.

The Civil Service Commission publishes the Interagency Training Program Bulletin twice each year to aid management in locating courses available to Federal employees. Copies of the bulletin have been distributed to agency personnel offices. CSC does not have copies to give to individual employees.

The courses are authorized under the Federal Employees Training Act, under which CSC is responsible for coordinating courses offered on an interservice basis.
New York State has scheduled 33 promotion tests for filing periods in Sept. These tests are open to qualified permanent employees in the Department or promotion unit under which the tests are listed. The filing deadline for the following examinations is Sept. 15, unless the tests are set for Oct. 21.

**State Promotion Exams**

<table>
<thead>
<tr>
<th>Department</th>
<th>Title</th>
<th>Dates</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conservation</td>
<td>Wildlife biologist</td>
<td>$4,720 to $5,800</td>
<td>7/6 to 7/12 a year</td>
</tr>
<tr>
<td>State University</td>
<td>Associate engineering materials chemist</td>
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<td>7/6 to 7/12 a year</td>
</tr>
</tbody>
</table>

**Correction**

No. 5293, principal file clerk, $4,750 to $5,800 a year. Open only to employees of the heroic De- partment, Division of Public Health, New York office.

No. 5294, principal file clerk, $5,800 to $7,840 a year. Open only to employees of the Executive Department, Division of Alcohol Beverage Control, New York office.

**Health**

No. 5295, chief chemist, $7,600 to $9,600 a year. Open only to employees of the Department of Health, exclusive of the hospitals.

**Pension & Full Civil Service Benefits**

No. 5244, principal draftsman (general), $5,740 to $7,360 a year. Open to employees of the main office in the following districts: Albany, Buffalo, Rochester, and Syracuse.

No. 5262, head file clerk, $5,940 to $7,720 a year. Open to employees of the Department of the Public Works, Division of Parks and Recreation.

**Public Works**

No. 5271, assistant device mechanic (general), $4,750 to $5,840 a year. Open only to employees of the Conservation Department, State Parks, and Saratoga Springs Reservation.

No. 5275, assistant forest surveyor, $4,750 to $5,840 a year. Open only to employees of the Conservation Department, State Parks, and Saratoga Springs Reservation.

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Suffolk's Double Standard

ONLY two weeks ago these columns expressed considerable praise for the action of the Suffolk County Board of Supervisors in approving a new salary and reclassification plan for county employees. With the exception of our complaints to H. Lee Dennison, County Executive, and David Zaron, County Civil Service executive director, we retract all that can be done for employees now. "They then voted "$20.00 for 2,500 employees." This is true. There were many complaints from employees ranging from five to eight per cent of current salaries. Too bad this was not done earlier. The employee's voice of standing did not receive anywhere near five per cent. One of the employees of long standing did not receive any increase near five per cent. The comment was a so-called "raise" of $200 for 1962. I think the facts should be printed.

Sincerely yours,

F. H.

Social Security

Below are questions on Social Security problems sent in by readers and answered by legal experts in the field. Anyone with a question on Social Security should send it to the Social Security Editor, Civil Service Leader, 75 Duane St., New York, N. Y.

In 1961 I had a small shoe repair business which I turned over to my son. My employees lost their pay. They withheld social security from my wages for three years. I found out that father employed this child is not covered by social security. Can I get a so-called "refund" of $200 for 1962? I think the facts should be printed.

Social Security

Applicants Being Taken for Coast Guard Academy

Applications are now being accepted for the Coast Guard Academy's admission tests which will be held on Feb. 19 and 20, 1962. The deadline for filing is Jan. 16, 1962.

I am 75. Will I ever be eligible for Social Security?

I am 75. Will I ever be eligible for Social Security?

Yes. You and your wife should apply now for benefits for yourselves and the children. If your application is approved, benefits will be payable to all of you beginning with May 1961.

Social Security

Civil Service

ONE OF THE State rules provides: "When an employee is absent without leave and without an explanation, there shall be no more than two weeks, such absence shall be deemed to constitute a resignation." (Rule 78, C.S.)

Rule 78 offers no assistance. The employee should be absent without leave and without an explanation for ten days or more. However, if he is absent for ten days and does not give an explanation, it should not be the automatic resignation. To err is too valuable to be disposed of automatically in any case. There should always be time for hearing the employee's side and for consideration.

The CIVIL SERVICE, Law, Section 75, requires a hearing before an employee may be removed. Can the Civil Service Commission validate that law by calling a set of facts a "resignation," which really is not a resignation? Let me show you the answer to the question. Set the idea away—\text{in the mail.}

CIVIL SERVICE RULES: Resignation?

The Answer

A FEW DAYS ago I received a letter from Piller, Decatur and Finnin, attorneys, which read, in part, as follows:

Arthur J. Dunn, 303 So. Main, Troy.

DEAR Mr. Dunn,

I am a member of the Civil Service Commission of the State of New York, and I write to correct the impression that Rule 78 dealing with resignation is as you describe it. I do not say that an employee should be absent without leave and without an explanation for ten days or more. However, if he is absent for ten days and does not give an explanation, it should not be the automatic resignation. To err is too valuable to be disposed of automatically in any case. There should always be time for hearing the employee's side and for consideration.

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City Study Program Sets September 20 Deadline

City employees may register until Sept. 20 for Fall 1961 voluntary evening courses offered under the New York University—City College—Long Island University Vocational Personnel Program and the Board of Education's Special Free Evening Program, according to City Personnel Director, Theodore H. Lang. Classes start Monday, September 25.

Intermittent Conversational Spanish, Workshop in Public Housing Supervision and Speaking for Radio and TV are some of the new courses being offered this fall. Other courses to be offered cover such subjects as administrative techniques and human relations skills for supervisors, pre-service measurement, law for apartment, court procedure for criminal court personnel, social personnel management, law for information, special techniques, accounting, office procedure, case work supervision, effective teaching, written, Civil Service examination techniques, accounting, office procedures, speed typewriting, Civil Service arithmetic and preparation for the Registered Architect's License Examination.

All college classes meet in the City Hall Annex for 10 two-hour weekly sessions. The fee for NYU and LIU courses is $15; and CCNY is $14. Board of Education courses are free and meet in three centrally-located high schools for 12 weekly sessions of about two hours each. All classes begin at 6 p.m.

Employees may register by mail by sending a separate registration form for each course and a check for the amount due, made out to the appropriate school, to the Training Division, Department of Personnel, Room 203, 239 Broadway, New York 7, New York. Employees may also register in person at the Training Division from 9 a.m. to 5 p.m. during the registration period, and until 5 p.m. on Friday, September 15.

Copies of the annual bulletin describing the evening program, registration forms, and copies of a one-page暑期 during the fall schedule of courses may be obtained from the Training Division (CCNY 7-5000, Ext. 511).

T R A N S I T S U G G E S T I O N S

Pictured above at the New York City Transit Authority suggestion program award ceremony are: William Schrieber, bus maintainer, $50 award winner; Joseph F. Periconi, authority member; top award winner Celestina Gammone, bus maintainer, who won $50; Frederick A. Gaines, assistant general superintendent, cars and shops, who accepted a $15 award for the selling Henry Becker, foreman; Charles L. Patterson, authority chairman, who presented the awards; Hyman Feldman, general superintendent, surface who accepted awards for the absent bus maintainers, John Cieslak, $100; Frank R. Lanzaro, $100, and Marty Katz, $10; Thomas Hughes, bus maintainer, who won $25; Joseph E. O'Grady, authority member; Felix Reyes, bus maintainer, a $70 award winner; and Anthony Blo, bus maintainer who won $50.

Army Seeks Electrical Engineers

Electrical engineers in grades GS seven and nine are needed by the U. S. Army Engineering District in New York. Salaries run from $9,000 to $6,495 at grade nine.

To qualify all applicants must have a degree in engineering or a professional engineering license. Applicants for the GS seven vacancy must have a minimum of one year of progressively responsible experience in the appropriate field of engineering specialization.

Interested applicants should contact Mr. Papamos, Personnel Branch, U. S. Army Engineering District, 11 East 16th St., New York 7, N. Y. Telephone is Spring 7-4200, Ext. 351.

Army Seeks Electrical Engineers

Army Seeks Electrical Engineers

You need 20/20 vision to search out the hidden gaps and loopholes in today’s health insurance. Before choosing a program for doctors’ care, ask yourself these basic questions:

- Does the plan provide its benefits without extra charges over and above the premium?
- Does the plan fully cover the cost of today’s expensive specialist services?
- Does the plan assure coverage of the full cost of an operation—regardless of how difficult or extensive the surgery might be?
- Does the plan concern itself with the cost of care rendered to you?
- Can you continue with full benefits if you leave employment?

ONLY ONE HEALTH PLAN — H. I. P. can give a “yes” answer to all these questions.

In H. I. P.’s group plan the only extra charge is $3 for a home call between 10 P.M. and 7 A.M.
Sage Russell College  

Preparation for a New Career  

Expand Your Present Job Horizons  

Learn While You Earn  

Basis and Advanced Evening Courses for Men and Women  

- Accounting  
- Education  
- Fine Arts  
- Insurance  
- General Business  
- Liberal Arts  
- Nursing  
- Traffic  

Evening and Saturday morning classes. Fall term starts September 15. Register September 12. Associate (two-year), Bachelor (four-year) degree programs. Master's in elementary education.

Write or phone for complete bulletin.

FREE BOOKLET by U. S. Government on Social Security, Mail only. Leader, 125 Dale Street, New York 1, N. Y.

Some 75 State Trooper openings will be immediately filled from the State test now open. Appointments are made at $5,200 a year. Free service clothing and equipment is included.

An examination for the jobs will be held Sept. 30 in at least 15 New York State cities. Those qualified in the written test and oral and physical examination will be eligible for appointment. The list will remain in effect for one year and will be used for additional appointments, as they occur.

For the first time in State Police history, the height requirement of 5’10” is being lowered to 5’9”, but the division will screen educational requirements a little closer.

Under new examination standards, persons who have not pasted their 20th birthday have passed their 29th birthday at the time of filing their application will not be permitted to participate in the examination.

(3) Not less than 5’9” in height
(4) Free from any physical defect which would be a handicap in the use of arms or self-defense — no missing limbs.

(5) Physically strong, well proportioned, active and capable of maintaining strenuous physical exercise.

(6) Weights in proportion to general build and candidates will be rejected if overweight.

(7) No disease of mouth or tongue.

(8) Candidate must have a minimum of 14 natural permanent teeth of which a minimum of 8 must be in each dental arch. Missing teeth which cause unsightly spaces or significantly reduce masticatory or incisal efficiency must be replaced by bridges.

Applications must be filed with the New York State Police, 142 Washington Avenue, Albany, New York. Applications filed by mail bearing a postmark later than midnight of September 28, 1961 may not be accepted. Applications received in person in the office of the New York State Police later than midnight of September 27, 1961 will not be accepted. Applications which are incompletely filled out or which indicate that the applicant does not possess the necessary qualifications will be rejected.

No candidate will be admitted to the examination without a notarized statement that he is employed. No copies of notes, books, laws or other publications relating to the work of the Division or to any matters resulting from the examination will be furnished to candidates.

Any candidate who intentionally makes a false statement or practice deception or fraud in his application will have no consideration for eligibility.

All persons appointed to the State Police must be members of the State Employees Retirement System.

All persons appointed to the State Police must be willing to accept assignment to any location in the State of New York at any time.

appointment will not affect draft status under the selective service act.

CIVIL SERVICE LEADER  

Tuesday, September 12, 1961  

MADISON AVENUE AT 34TH STREET  

New York 6-3000  

150 STATE STREET  

New York 2-4020  

ALBANY 3-5511  

HOTEL Wellington  

DRIVE-IN  "FILM  OF  THE  WEEK"  

IN  THE  CENTER  OF  TOWN  

Hotel Wellington  

DRIVE-IN  "FILM  OF  THE  WEEK"  

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Hotel Wellington  

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Hotel Wellington  

DRIVE-IN  "FILM  OF  THE  WEEK"  

IN  THE  CENTER  OF  TOWN
*** NOTICE OF NAMES OF PERSONS APPEARING AS OWNERS OF CERTAIN UNCLAIMED PROPERTY ***

New York City Department of Personnel, 299 Broadway, New York 7 (CO 7-8880, ext. 231) for the bulletin "Evening Courses for City Employees."

---

**EVENING COURSES**

**ASSOCIATE DEGREES AND CERTIFICATE PROGRAMS**

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Fee $2 per course</th>
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<tbody>
<tr>
<td>Civil Engineering</td>
<td>$6,400 to $8,200</td>
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<tr>
<td>Electrical Engineering</td>
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<td>Mechanical Engineering</td>
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<td>Management Engineering</td>
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<td>Industrial Arts</td>
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<td>Public Administration</td>
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<tr>
<td>Secretarial Science</td>
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**COMMUNICATION SKILLS**

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<td>Business English</td>
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<td>Business Mathematics</td>
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<td>English Composition</td>
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<td>French</td>
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<td>German</td>
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<td>Italian</td>
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<tr>
<td>Spanish</td>
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**SPECIAL FOR THE PROFESSIONALS**

<table>
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<tr>
<th>Program</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>$6,400 to $8,200</td>
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<td>Bookkeeping</td>
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<td>Business Management</td>
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<td>Business Methods</td>
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<td>Business Organization</td>
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<td>Business Operations</td>
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<tr>
<td>Business Statistics</td>
<td>$6,400 to $8,200</td>
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</tbody>
</table>

**REGISTER NOW! The City College**

Bernard M. Baruch School

**MUNICIPAL PERSONNEL PROGRAM**

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WALK TO SUBWAY
2-FAMILY STUCCO HOME

Large 17x100 plot, 4 lovely large rooms for yourself, second 4 rooms to rent, plus 2 refrigerators, automatic heat, storms, screens, Yonkers blinds, full basement.

$1 Only $500 Down.—All Others $1,000 Down.
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OL 7-1204

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An interdepartmental promotion test to senior clerk is now open to all employees of the City Employees Savings and Loan Association. This is a permanent position in the State. The positions pay from $3,000 to $4,250 a year. All employees who have been in service at least 90 days are eligible for the test. The test consists of a written examination and a physical examination.

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Foreman $4.00

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Policeman in All
Both Men & Women May Apply for $6,280 a Year Parole Officer Positions

Applications will be accepted for New York State $6,280 a year parole officer jobs until further notice. Parole officers may make up to $7,620 a year. The exam is open to both men and women.

All candidates must be college graduates. A year of adequate study in a school of social work or a master's degree with a major in correction treatment, correction administration, sociology, psychology, or criminology is also necessary.

Graduation from a recognized law school will be acceptable. Two years experience in criminal work may be substituted for the required college study.

Candidates must have satisfactory hearing without the use of a hearing aid, at least 20/20 vision in each eye and 20/20 vision using corrective lenses. Candidates must be physically, mentally and morally fit.

For parole work.

Application forms and further information may be obtained from the State Campus, Albany, N.Y.

or from Room 3301, 727 Broadway, New York City.

2 Civil Engineers Needed at $7,800

The City needs two civil engineers in civil engineering with the Federal-State Articulation Program. A professional engineer's license is required as is New York City residence, under the Lyon's Law.

For those without Civil Service status, the positions are temporary but transfers will be accepted from other departments.

Starting salary is $7,800 with a top of $9,300 for those with status. Interested parties can phone David Caplan at TR 6-7500. Duties include review of studies and plans for projects to advance the arterial program and related work with the Interstate Highway Program.

For the rest in homes — see page II

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Please send me the following pieces in Damask Rose

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[Blank for state]

[Blank for check enclosed]

[Blank for charge]

[Blank for check number]

[Blank for check date]

Add any other items needed

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Teaspoon...30.00 30.00
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Placie Scoop...6.00 6.00
Grill Spreader...H.H. 5.00 5.00
Bulb Knife...7.50 7.50
Tea Spoon, pg...1.50 1.50
Gravy Ladle...3.50 3.50
Gold Meat Fork...1.50 1.50

This is a limited offer. Send coupon immediately to avoid disappointment.
Immediate job openings are available overseas for teachers, translators and others who possess technical, professional or secretarial skills or career conditional status. Positions are located on far flung U.S. Air Force Bases.

Some of the fields for which applications are being accepted are accounting, aircraft maintenance and repair, stenographic, electronics equipment and repair, personnel and administrative work. 

The requirements vary but all applicants must be well qualified in the type of work for which they are applying. Some of the locations at which personnel are needed are: France, Spain, Alaska, Korea, Japan, Guam, Philippines, South Africa, Germany, Anseria, Libya, Morocco, Ireland, Labrador, Philippines, and many other locations in general and specialized fields.

The minimum requirement is the normal minimum requirement of the position.

These jobs involve responsibilities for the operation and maintenance of a carpentry shop and carpenter instruction and training.

The written test which will count for all of the total grade is in technical and practical carpentry. A minimum score of 150 is required for admission to the technical school. The tests are given on nine occasions and three of these tests are open to all qualified citizens of the U.S.

Carpentry Teachers Get To $4,850 With City

The City school system needs carpentry teachers, and qualified applicants may apply for the jobs after October 4. The salary range for carpentry teachers runs from $3,750 to $4,850.

Requirements for these jobs are graduation from a trade, technical or vocational senior high school and one year of recent experience in the field of carpentry or as an instructor of it. Graduation from an academic senior high school and three years of experience is also acceptable.

Candidates looking up to one year of the required education or experience will be accepted in the examinations, but they must meet the minimum requirement at the time of appointment.

The minimum age for employment varies: it is 21 in New York State Employment, 19 in New York City Employment.

Federal Truck Checkers Needed; $4,345 to Start

U. S. jobs paying $4,345 a year are now open to men with backgrounds in truck safety inspection. These jobs are with the state Commerce Commission's Bureau of Motor Carriers located throughout the country. After a five-week training course, applications will be accepted to fill positions at a salary of $3,355 a year.

Applicants must have had at least two years of experience in investigation of highway accidents, supervision of the maintenance of vehicles, motor carrier fares, and, or development and execution of highway safety programs. Education may be substituted for experience.

Applicants must be U. S. citizens, over 18 and physically fit. A written test is required for all applicants.

The open competitive examination is scheduled for Jan. 18, 1962. In this test, candidates will be required to show their knowledge of trucking techniques, use of charts and tables, tools, characteristics and use of numbers, ability to write technical reports and other related areas.

Starting Oct. 4, applications can be obtained at the Examination Department of the State Employment Commission, 188 State St., Albany.

City College Office Aides Earn $3,700

College office workers are needed for the college office aids job and those who pay $3,700 a year to start. The maximum salary is $5,130 a year.

The tests are college office assistant "A" and college clerical assistant "A." In addition to passing a written test, all candidates will be tested to a typing test at a minimum speed of 46 words per minute.

Candidates for these jobs must have a high school diploma or an equivalent certificate. In addition, candidates must have had four years of college education equivalent to at least a 125 semester hour program as certified by the University of the State of New York. The examination is open to all qualified citizens of the United States.

Candidates who meet the minimum requirements may apply for a test appointment in person or by mail. A written appointment to a test appointment should be sent directly to the Commercial Office of the New York State Employment Service, 1 East 17th St.

(Continued on Page 15)
ELIGIBLES

(Continued from Page 14)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<td>123 Main St, New York</td>
<td>123-456</td>
</tr>
<tr>
<td>Mary Johnson</td>
<td>456 Oak Ave, Brooklyn</td>
<td>678-901</td>
</tr>
<tr>
<td>Robert Lee</td>
<td>789 Pine St, Chicago</td>
<td>234-567</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>012 Elm St, Los Angeles</td>
<td>345-678</td>
</tr>
<tr>
<td>Michael Brown</td>
<td>567 Cedar Ave, San Francisco</td>
<td>890-123</td>
</tr>
<tr>
<td>Susan White</td>
<td>901 Willow Rd, Seattle</td>
<td>456-789</td>
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<tr>
<td>David Green</td>
<td>123 Spruce St, Denver</td>
<td>567-890</td>
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<tr>
<td>Elizabeth Brown</td>
<td>456 Pine St, Dallas</td>
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<tr>
<td>Charles Black</td>
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<td>234-567</td>
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<tr>
<td>Sandra Brown</td>
<td>012 Maple Rd, Phoenix</td>
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<td>Thomas White</td>
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<td>Michael Green</td>
<td>456 Oak Ave, Denver</td>
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</table>

COLLEGES - SCHOOLS

THE ALBANY GRADUATE PROGRAM

A Residence Program in Albany offered by the State University of New York at Albany that leads to Master's and Doctor's degrees in various fields.

CLASS SCHEDULE FOR THE FALL SEMESTER - 1961

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>Monday</td>
<td>8:00</td>
<td>Public Administration in United States</td>
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<tr>
<td>Monday</td>
<td>10:00</td>
<td>Current Issues in Political Theory</td>
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<tr>
<td>Tuesday</td>
<td>8:00</td>
<td>Research and Thesis Direction</td>
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<td>Elementary Statistics</td>
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<td>7:50</td>
<td>Public Control of Labor Relations</td>
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<tr>
<td>Friday</td>
<td>8:00</td>
<td>Economic Analysis and Business Policy</td>
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<tr>
<td>Saturday</td>
<td>10:00</td>
<td>Public Personnel Administration</td>
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<tr>
<td>Monday</td>
<td>5:50</td>
<td>Control of American Foreign Relations</td>
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<td>Wednesday</td>
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<td>Controversies in Political Theory</td>
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<td>Public Personnel Administration</td>
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<tr>
<td>Friday</td>
<td>10:00</td>
<td>Public Administration of Metropolitan Areas</td>
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REGISTER NOW!

New York University
Graduate School of Public Administration
MUNICIPAL PERSONNEL PROGRAM

Offers numerous courses of interest to CITY EMPLOYEES

For $15 per Course

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(Tel. No. 7-4592) for the Bulletin "Training Courses for City Employees."
Sixth time off for State workers for holidays which fall on Saturdays.
13. Four hour work week for State police without loss of pay.
15. Prohibition on layoffs for large census employees without loss of pay.
16. State vacations be increased one day per year for each two years of service after 15 years.
17. Federal credit for State employees in eight days per year.
18. Equalized time off for State workers for holidays which fall on Saturdays.
19. Four hour work week for State police without loss of pay.
20. Public schools to establish uniforming training and vocational instruction.
22. Mandatory retirement for all employees of State Retirement Fund.
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25. Mandatory retirement for all employees of State Retirement Fund.
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