PROPOSALS FOR THE CLASSIFICATION OF EXISTING POSITIONS

in the

HOBOKEN CITY SERVICE

- - - -

RECEIVED
MAY 6 - 1952
CITY CLERK'S OFFICE
Hoboken, N. J.

FOR THE CONSIDERATION OF THE

BOARD OF CITY COMMISSIONERS

- - - -

Prepared by

CHAS. P. MESSICK AND ASSOCIATES

1605 West State Street

Trenton, New Jersey

CITY CLERK'S
OFFICE
HOBOKEN
NEW JERSEY

CONTENTS

	Page
Cover	1
Contents	2
Explanation of the Proposed Classification Plan	4
Department of Public Affairs	8
Central Office	8
City Clerk	9
Law	10
Assessor's Office	11
City Engineer	12
Health	13
Public Health Nursing	15
Baby Welfare Station	16
Welfare	17
Free Public Library	18
Building Maintenance	20
Department of Revenue and Finance	22
Central Office	22
City Accountant and Assistant City Treasurer	23
City Tax Collector	24
Recreation Unit	25
Street Maintenance and Cleaning	29
Water System Maintenance	33
Water Services	34
Parking Meters	35
Building at 86 River Street	36
Department of Safety	37
Central Office	37
Police	38
Central Office and Commanding Officers of Uniformed Force	38
Squads 1, 2, 3, 4, and 5	39
Squads 6, 7, 8, 9, and 10	41
Squads 11, 12, 13, 14, and 15	43
Squads 16, 17, 18, 19, and 20	44
Squads 21 and 22	46
River Front Squad	47
Traffic Squad	48
Motorcycle Squad	49
Bank and Payroll Detail	50
Criminal Investigation	51
Police Athletic League	53
Miscellaneous Group	54

	Page
Fire	55
Engine Company #1	57
Engine Company #2	58
Engine Company #3	59
Engine Company #4	60
Engine Company #5	61
Engine Company #6	62
Truck Company #1	63
Truck Company #2	64
Truck Company #3	65
Men on Extended Leave	66
Police and Fire Signals	67
Safety Repair Shop	68
Building Inspection	69
Garage	70
Municipal Court	71
Department of Public Works	72
Department of Parks and Public Property	74
Definition of Classes of positions as proposed for the City Service	76
Definition of Classes occurring only in the Department of Public Affairs	77
Definition of Classes occurring only in the Department of Revenue and Finance	78
Definition of Classes occurring only in the Department of Public Safety	79
Definition of Classes occurring only in the Department of Public Works	80
Definition of Classes occurring only in the Department of Parks and Public Property	81
Definition of Classes occurring in more than one Department	82
Proposed Personnel Rules and Regulations	83
Proposed Draft Ordinance to provide for the Adoption of a Classification and Pay Plan	84
The Content and Provisions of the Draft Ordinance	85

EXPLANATION OF THE CLASSIFICATION PROPOSALS

There are submitted herewith the proposals of Chas. P. Messick and Associates for the proper classification of the existing positions in the service of the City of Hoboken, other than those in the Board of Education. These proposed classifications have been carefully worked out in accordance with the provisions of resolution 6732, adopted by the Board of City Commissioners on November 20, 1951, and the classification sections of the civil service law and rules. The following explanations are included to facilitate ready understanding of the classification proposals:

1. In accordance with the requirements of the civil service law and rules and with accepted classification practices, the proposed classifications are of positions and not of persons.

2. The positions regarding which classification proposals are made are those found actually to exist on the basis of the information supplied by City officers and employees, supplemented by reference to payrolls and to department records.

3. Each position is identified by the statement of four significant facts:

   a. The name of the incumbent.
   b. The present civil service title of the position and its incumbent.
   c. The present rate of pay of the incumbent.
   d. The number of hours the incumbent reported he was on duty in a selected week.

4. The proposed classification of each position, indicated in the column following the statement of the four significant facts, is based upon the actual duties, responsibilities, and organization relationships of such position. These basic facts as to any position, with a few exceptions, were ascertained and recorded on the form filled out by the incumbent of each position and verified by his superior officers. In addition, in many cases, personal inquiries and inspections were made and additional information collected from supervisory officers, laws, ordinances, annual reports, and other sources.

5. In indicating the operating agency and sub-division thereof for any position, the governing factor has been the actual supervision exercised over the incumbent and the unit in which he actually works, not the payroll on which his name appears or the formal

or informal authorization of the position as a part of some operating unit. In a number of cases where some position was found to be "out of unit," action has already been taken to transfer the position to the unit designated in this report or to provide the supervision through the unit indicated herein.

6. The classification proposals have been informally discussed with the Directors of the five departments and their administrative and supervisory assistants. In most cases there is complete agreement as to the legality and propriety of the proposed classifications. But as to the proper classification of some positions, no such agreement was reached. In addition, the proposals have been discussed informally with the President and the Chief Examiner and Secretary of the State Department of Civil Service and it is believed they will approve generally the proposed classes, titles, and allocations if the Board of City Commissioners sees fit to submit officially such proposals.

7. In some cases, and particularly in the Recreation unit, where one person holds a position of one type during part of the year and a position of a different type during another part of the year, it was considered necessary to use "double" titles. This has the disadvantage of making the class title cumbersome but it indicates unmistakably the dual nature of the work done in the course of the year and eliminates the difficulties and paper work which would otherwise occur at least twice annually when the employee concerned shifts from one position to the other.

8. The status of the incumbent of any position whose title is changed must be worked out in collaboration with the State Department of Civil Service. As to most positions, the informal conferences with Dr. Clee and Colonel Russo indicate the incumbents may, by administrative action, be given the same status in the positions as reclassified that they now have in their respective positions. Some, however, would have to take promotion or other examinations to obtain permanent status in their positions as reclassified.

9. The classification changes proposed, if effected, would make it necessary to set up rates and scales of pay for the new classes. This matter can be taken care of in the ordinance mentioned in paragraph 10 following.

10. The formal adoption of the classification proposals, with or without modifications, can be effected only by ordinance and by formal action of the State Department of Civil Service. In a later report the draft of an ordinance considered suitable for this purpose will be submitted to the Board of City Commissioners. When such formal action has been taken, or concurrently therewith, it is suggested that the classification proposals, as adopted by the Board of City Commissioners, be submitted to the State Department of Civil Service on the form it has prepared for the purpose and that some authorized representative of the Board of City Commissioners be present when the State Department of Civil Service considers the classification proposals in order to supply detailed information and to make any needed explanations.

11. The City service is not static. As a matter of fact, changes are constantly being made in the duties and responsibilities of existing positions due to changes in personnel, in operating programs, in operating procedures, and in internal organizations. Such changes, often, though not invariably, call for changes in the classes recognized, in class titles, and in the allocations of positions to classes. No greater mistake could be made than to assume that the classification plan, when once worked out and adopted, should remain unchanged and unchanging. The administrative machinery needed to effectuate future changes is indicated in the draft of an ordinance to be submitted later providing for the adoption of the classification plan.

12. Definitions for the several classes of positions are being prepared and will be submitted in a later report.

13. It will be readily perceived that the submission of this report is only the first of a number of steps necessary to assure in the City service the recognition of proper classes, the use of descriptive titles, the proper allocation of individual positions to their respective classes, and the effective use of the classes, titles, and allocations in carrying on the personnel operations of the City. It is a part of the obligation of Chas. P. Messick and Associates to give such assistance as may be desired

in the further development and adoption of the classification plan for the City service and a staff member will be available at reasonable times to provide the technical services requested.

Proposed Allocation List for Existing Positions in

CENTRAL OFFICE - Public Affairs

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty		Proposed Title
DeSapio, Fred M.	Mayor and Director of Public Affairs	5000	Not Reported	U	Mayor and Director of Public Affairs
Turso, Thomas	Deputy Director of Public Affairs	4100	Not Reported	U	Deputy Director of Public Affairs
~~Clerk~~ Churichetto, James	Secretary to Director of Public Affairs	3600 - 3700	not reported	U	Secretary to Director of Public Affairs
Bodtmann, Marie	Principal Clerk-Stenographer	2800	40	C	Principal Clerk-Stenographer
Corrigan, Grace	Senior Clerk-Stenographer	2500 raised to 2800	38	C	Senior Clerk-Stenographer
Blake, Grace A.	Clerk-Stenographer	2300 raised to 2500	33	C	Clerk-Stenographer
Lanzetti, James	Senior Clerk	2700 raised to 2800	33	Leave Blank on "S" form	Not classified; position discontinued

Proposed Allocation List for Existing Positions in

CITY CLERK - Public Affairs

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty		Proposed Title
Malone, Arthur C.	City Clerk	7100 6800	33	U	City Clerk
Coyle, Edward G.	Assistant Municipal Clerk	4600 4300	33	C	Assistant City Clerk
Malone, Edwin L.	License Supervisor	4000 3800	33	C	License Inspector
Amoruso, Anthony J.	Principal Clerk	3400 3100	33	C	Principal Clerk
Gorman, Thomas F.	Principal Clerk	3400 3100	33	C	Principal Clerk
Lally, Frank	Principal Clerk	3400 3100	33	C	Principal Clerk
Bertotti, Veronica	Senior Clerk Stenographer	2800 2500	33	C	Senior Clerk-Stenographer
Driscoll, Theresa	Senior Clerk Stenographer	2800 2500	33	C	Senior Clerk-Stenographer
Gleason, Marie	Clerk-Typist	2400 2200	33	C	Clerk-Typist

- - - - -

Proposed Allocation List for Existing Positions in

LAW - Public Affairs

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty		Proposed Title
Marrone, Dominick J.	City Attorney	7700 ~~6600~~	35	U	City Attorney
Pellet, Otmar J.	Assistant City Attorney	6000	not reported	E	Assistant City Attorney
Gottlieb, William	Legal Assistant	~~3900~~ 3300	not reported	E	Legal Assistant
Wilson, Norman	Legal Assistant	~~3900~~ 3300	not reported	E	Legal Assistant
Ronga, Joseph C.	Law Clerk	~~2000~~ 1500	30	C	Law Clerk
Napier, Margaret	Law Stenographer	~~3360~~ 3050	not reported	C	Law Stenographer
Mastropierro, Rafaella	Senior Clerk-Stenographer	~~2800~~ 2300	33	C	Senior Clerk-Stenographer

- - - - -

Proposed Allocation List for Existing Positions in

ASSESSOR'S OFFICE - Public Affairs

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty		Proposed Title
Fugazzi, Guadenzo	Assessor	4600 4300	Not Reported	U	Assessor
Rinaldi, Anthony J.	Assessor	4600 4300	Not Reported	U	Assessor
Spinetto, Dominic	Assessor	4600 4300	Not Reported	U	Assessor

- - - - -

Crosby, John F.	Senior Assessing Clerk	3600 3300	33	C	Supervising Assessing Clerk
Schmulling, Georgine	Senior Clerk Stenographer	2800	33	C	Senior Clerk-Stenographer
Cornelli, Joseph R.	Senior Assessing Clerk	2800 2500	33	C	Assessing Clerk
Werner, John	Assessing Clerk	2800 2500	33	C	Assessing Clerk
Donlon, Antoinette	Clerk-Typist	2400 2200	33	C	Clerk-Typist
Hartmann, Eleonore	Clerk-Typist	2400 2000	33	C	Clerk-Typist

Proposed Allocation List for Existing Positions in

CITY ENGINEER - Public Affairs

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty		Proposed Title
		~~2600~~			
Caulfield, P. L.	City Engineer	2300	42	U	City Engineer
(Note: Also paid $4500 as Building Inspector; see Safety)					
		~~3000~~			
Pasquale, Vincent	Engineering Aid	2700	33	C	Engineering Aid

Proposed Allocation List for Positions in

HEALTH - Public Affairs

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty		Proposed Title
Silon, Milton R.	Health Officer	~~4800~~ 5100	26	C	City Health Officer
Peluso, Michael	Chief Sanitarian	~~3300~~ 3600	35½	C	Supervising Sanitarian
Maguire, George	Sanitarian	~~2800~~ 3100	39	C	Sanitarian
Jurick, John J.	Sanitarian	~~2800~~ 3100	33	C	Sanitarian
Grego, John B.	Sanitarian	~~2800~~ 3100	39	C	Sanitarian
Kiely, Robert (On extended leave, without pay)	Sanitarian	~~2800~~ 3100	--	C	Sanitarian
Branton, Lillian R.N.	Clinic Attendant	~~2200~~ 2500	30	C	Health Investigator
~~Granelli, Mary~~ Vacant	~~Health Investigator~~ Health Investigator	~~2200~~ 2200	~~30~~ —	C	~~Health Investigator~~ Health Investigator
Iapicca, Florence	Health Investigator	2200 ~~2200~~ 2500	30	C	Health Investigator
Jensen, Rose	Health Investigator	2200 ~~2200~~ 2500	30	C	Health Investigator
~~Stack, Anna~~	~~Health Investigator~~	~~2200~~ Retired	~~30~~		~~Not Classified; no usual duties~~
Canonico, Andrew	Plumbing Inspector	~~2800~~ 3200	33	C	Plumbing Inspector
Tepman, Joseph (Vacant)	~~Deputy Registrar, Vital Statistics~~ Registrar, Vital Statistics	3800	33	C	Deputy Registrar of Vital Statistics / Registrar of Vital Statistics

Proposed Allocation List for Existing Positions in

HEALTH (Continued) - Public Affairs

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty		Proposed Title
Tamburro, Fred J.	Dog Warden	~~2500~~ 2800	40½	NC	Dog Warden
Pantoliano, Anthony J.	Dog Warden	~~2500~~ 2800	40½	NC	Dog Warden

- - - - -

~~13~~

Proposed Allocation List for Existing Positions in

PUBLIC HEALTH NURSING - Public Affairs

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty		Proposed Title
Fromholz, Henrietta R.N.	Public Health Nurse Supervisor	4000 3700	37½	C	Supervising Public Health Nurse
Francke, Edith	Public Health Nurse	3200 2900	37	C	Public Health Nurse
Gustaferro, Congetta	Public Health Nurse	3200 2900	37½	C	Public Health Nurse
Ascione, Louise M.	Public Health Nurse	2900 2600	37½	C	Public Health Nurse
Spina, Palma	Medical Stenographer	3000 2700	37	C	Medical Stenographer

- - - - -

Proposed Allocation List for Existing Positions in

BABY WELFARE STATION - Public Affairs

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty		Proposed Title
Petersen, C.A. Dr.	Clinic Physician	3100 2800	25	C	Clinic Physician
Abbruzzese, Barbara	Clinic Attendant	2500 2200	25	NC	Clinic Attendant
Cordes, Bernice	Clinic Attendant	2500 2200	25	NC	Clinic Attendant
Delaney, Hilda	Clinic Attendant	2500 2200	25	NC	Clinic Attendant
~~LaChapelle, Millie~~ vacant	Clinic Attendant	~~2200~~ 2500	25	NC	Clinic Attendant
Wilson, Helen	Clinic Attendant	2500 2200	25	NC	Clinic Attendant
Boice, Margaret	Building Service Worker	1900 1600	14	NC	Building Service Worker

- - - - -

Proposed Allocation List for Positions in

WELFARE - Public Affairs

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty		Proposed Title
Palmieri, John J.	Director of Welfare	4100 3800	33	U	Director of Welfare ~~or Welfare Supervisor~~
Sullivan, Albert	Case Worker	2700 2800	--	C	Social Investigator
Webster, Agnes	Case Worker	2700 2400	33	C	Social Investigator
Thom, Helen	Receptionist	2600 2200	33	C	Welfare Intake Worker and Receptionist
Nickerson, Cecelia	Clerk-Bookkeeper	2300 2040	33	C	Clerk-Typist
Hopkins, Catherine	Stock-Clerk	2300 2040	38	C	Account Clerk
Loughlin, Jane	Building Service Worker	2000 1720	18	NC	Building Service Worker

- - - - -

Proposed Allocation List for Existing Positions in

FREE PUBLIC LIBRARY - Public Affairs

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
~~Hatfield, Nina~~ Vacant	Library Director	3800 ✓	38 C	Librarian, Free Public Library
Cunningham, Lucille	Assistant Library Director	3200 (3500) ✓	38 C	Assistant Librarian, Free Public Library
~~Norwood, Ruth~~ (Retired)	~~Library Assistant~~	~~2080~~ R	~~38~~	~~Library Cataloger~~
Conlon, Helen	Junior Librarian	2250 (2550) ✓	38 C	Supervising Library Assistant
Burke, Anna	Library Assistant	2140 (2400) ✓	38 C	Library Assistant
Lane, Elizabeth	Library Assistant	2080 (2400)	38 C	Library Assistant
Maloney, Emma	Junior Librarian	2250 (2550) ✓	38 C	Supervising Library Assistant
Campion, Alice	Library Assistant	2140 (2400) ✓	38 C	Library Assistant
Connors, Alice	Library Assistant	2080 (2400) ✓	38 C	Library Assistant
Keane, Margaret	Library Assistant	2080 (2400)	38 C	Library Assistant
Leahy, Emma	Library Assistant	2080 (2400)	38 C	Library Assistant
Lovett, Mary	Library Assistant	2080 (2400) ✓	38 C	Library Assistant
Wallace, Veronica	Library Assistant	2080 (2400)	38 C	Library Assistant
Toohey, Mae	Junior Librarian	2250 (2550) ✓	38 C	Supervising Library Assistant
Stewart, Anna	Library Assistant	2140 (2400)	38 C	Library Assistant
~~Feely, Ellen~~ (Retired)	~~Library Assistant~~	~~2080~~ R	~~38~~	~~Library Assistant~~

Proposed Allocation List for Existing Positions in

FREE PUBLIC LIBRARY (continued) - Public Affairs

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty		Proposed Title
Chirichella, Frank	Building Maintenance Worker	3000 2800	38	NC	Building Maintenance Worker
Di Agostino, Louis	Senior Building Maintenance Worker	3000 2700	35	NC	Building Maintenance Worker
Mullins, Michael	Building Maintenance Worker	3000 2700	52	NC	Building Maintenance Worker
Tiscornia, Charles A.	Building Maintenance Worker	3000 2700	52	NC	Building Maintenance Worker

- - - - -

Proposed Allocation List for Existing Positions in

BUILDING MAINTENANCE - Public Affairs

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty		Proposed Title
Casler, Walter F.	Building Maintenance Worker	3600 3300	Not Reported	C	Supervisor of Building Maintenance
Caporino, Patrick J.	Foreman Supervisor of Building Maintenance	3600 3000	39	C	Supervisor of Building Maintenance
Downing, Robert	Fireman Helper	3000 2600	56	C	Fireman and Helper
Koch, Oscar	Fireman's Helper	3000 2600	56	C	Fireman and Helper
Disch, William	Fireman's Helper	3000 2600	56	C	Fireman and Helper
Glavocich, Nicholas	Maintenance Repairman Carpenter	2900	35	C	Building Maintenance Repairman
Cimicata, James	Maintenance Repairman Carpenter	2900 2500	35	NC	Building Maintenance Helper
Diomede, Joseph	Senior Building Service Worker	3000 2500	Not Reported	C	Building Maintenance Repairman
Yaccarino, Joseph	Building Maintenance Worker	3000 2700	40	NC	Building Maintenance Worker
~~Marnell, John~~	~~Building Maintenance Worker~~	~~2500~~	~~45~~		
Connors, James	Senior Building Service Worker	3000 2500	48	N C	Building Maintenance Worker
Lavelle, Frank	Building Maintenance Worker	3000 2500	39	N C	Building Maintenance Worker
DiGiovanni, Carmine	Building Maintenance Worker	3000 2500	43	NC	Building Maintenance Worker
Schaffhauser, John	Elevator Operator	2800 2500	39-3/4	C	Elevator Operator

Proposed Allocation List for Existing Positions in

BUILDING MAINTENANCE - continued - Public Affairs

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty		Proposed Title
Vacant	Building Service Worker	2000	19½	NC	Supervising Building Service Worker
Mary Ellen Downes				NC	Building Service Worker
Annie Conway	Building Service Worker	1900	19½	NC	Building Service Worker
Margaret Demboski	Building Service Worker	1900	16	NC	Building Service Worker
Anna De Pinto	Building Service Worker	1900	17½	NC	Building Service Worker
Catherine Gilligan	Building Service Worker	1900	21	NC	Building Service Worker
Evelyn Kearse	Building Service Worker	1900	21	NC	Building Service Worker
Anna Laniuer	Building Service Worker	1900	21	NC	Building Service Worker
Jennie McBride	Building Service Worker	1900	15	NC	Building Service Worker
Julia O'Toole	Building Service Worker	1900	21	NC	Building Service Worker
Margaret Peterson	Building Service Worker	1900	17½	NC	Building Service Worker
Madlyn Rutherford	Building Service Worker	1900	21	NC	Building Service Worker
		1800			Leave blank in CSC form
James Whalen	Stock Clerk	2500	33		Not classified; Nominal duties

TO: Mayor Fred M. DeSapio

FROM: Chas. P. Messick and Associates

SUBJECT: Discontinuance of two Positions with only nominal duties.

In the course of the classification work, the duties, responsibilities, and organization relationships of the individual positions in the City service were ascertained with considerable care by means of a written detailed statement or form of the duties performed by each officer or employee in the classified service, and in many cases by personal observation of the incumbents at work, and conversations with them about their work. In the case of three positions in the Department of Public Affairs, it was found that the required duties attaching to one position heretofore designated as Senior Clerk, for which the rate of pay for 1951 was $2800. a year, one position heretofore designated as Stock Clerk, for which the rate of pay for 1951 was $2800. a year and one position heretofore designated as foreman of laborers for which the rate of pay for 1951 was $3100. a year are so limited that employment under these assignments should be terminated. It is suggested, therefore, that these positions be discontinued and due notice of such action together with the reasons therefor be given to the incumbents, and that the incumbents be laid off by reason of lack of work.

Proposed Allocation List for Existing Positions in

CENTRAL OFFICE - Revenue and Finance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Gallo, Thomas A.	Director of Revenue and Finance	4500	Not Reported	Director of Revenue and Finance
Vacant	Deputy Director of Revenue and Finance	3800		Deputy Director of Revenue and Finance
- - - - -				
Sheehy, John J.	Auditor and Comptroller	6800	Not Reported	City Auditor and Comptroller
- - - - -				
Donofrio, John	Secretary to Director of Revenue and Finance	3800	35	Secretary to Director of Revenue and Finance
Ciccolella, Madeline	Principal Clerk-Stenographer	2800	33	Principal Clerk-Stenographer
Caliguire, Anita	Clerk-Bookkeeper	2600	33	Senior Clerk-Stenographer
- - - - -				
DeMartini, Eugene	Collector Delinquent Accounts	2800	33	Collector of Delinquent ~~Taxes~~ Accounts
Mues, Louis	Collector of Rents	2700	34	Collector of Rents
- - - - -				

Proposed Allocation List for Existing Positions in

CITY ACCOUNTANT AND ASSISTANT CITY TREASURER - Revenue and Finance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Erbeck, John F.	Assistant Treasurer	4200	33	City Accountant and Assistant City Treasurer
Reilly, Bart	Principal Clerk Bookkeeper	3300	33	Principal Account Clerk
Houn, John E.	Senior Clerk Bookkeeper	2800	33	Senior Account Clerk
Donegan, James	Senior Clerk Bookkeeper	2700	33	Senior Account Clerk
O'Grady, Regina	Senior Clerk Stenographer	2350	30	Senior Clerk-Stenographer

Proposed Allocation List for Existing Positions in

CITY TAX COLLECTOR - Revenue and Finance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Haggerty, Daniel	Assistant to Collector of Revenue	3500	38	Assistant to Collector of Revenue
O'Toole, William	Senior Clerk Bookkeeper	3000	38	Senior Account Clerk
Reynolds, William	Senior Clerk Bookkeeper	2800	38	Senior Account Clerk
Kearins, Lillian	Senior Clerk Bookkeeper	2500	38	Bookkeeping Machine Operator
Cahill, Anne	Senior Clerk Bookkeeper	2450	38	Bookkeeping Machine Operator

Proposed Allocation List for Existing Positions in

RECREATION UNIT - Revenue and Finance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Molloy, Gerard	Superintendent of Recreation	3300	Not Reported	Superintendent of Recreation
Sheridan, Robert	Recreation Assistant	2700	52	Recreation Clerk
Calandriello, Anthony	Sports Supervisor	3000	40	Supervisor of Athletics
Catalano, John F.	Recreation Leader	2700	40	Physical Training Instructor
Garavanti, Dominick	Recreation Specialist	2700	36	Boxing Instructor
Lucignana, Joseph	Recreation Specialist	2200	30	Boxing Instructor
Pullano, Joseph	Recreation Leader	36 wk	30	Athletic Games Instructor and Male Playground Supervisor
Totaro, Joseph	Recreation Leader	36 wk	30	Physical Training Instructor
Constante, John	Music Instructor	30 wk	20	Music Instructor
Amato, Salvatore	Recreation Specialist	2700	24	Musical Instruments Instructor
O'Connor, William	Director of Band	20 wk	7	Band Leader
Ancipink, Robert	Recreation Leader	18 wk	15	Art Instructor
Jerkovich, Michael	Recreation Specialist Art	2700	36	Arts and Crafts Instructor

Proposed Allocation List for Existing Positions in

RECREATION UNIT (continued) - Revenue and Finance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Vacant	- - - - - - -	- - - -	- - - - -	Supervisor of Women's and Girls Recreation Activities
Kennedy, Marion	Recreation Leader	2700	37½	Recreation Crafts Leader
Pendergast, C. Mrs.	Recreation Leader	2200	35	Recreation Crafts Leader
Williams, Rose	Recreation Leader	2500	35	Recreation Crafts Leader and Female Playground Supervisor
Connell, Anna	Recreation Leader	2200	35	Recreation Crafts Leader and Female Playground Supervisor
Carson, Clara	Recreation Leader	36 wk	30	Assistant Recreation Crafts Leader and Female Playground Supervisor
Salamone, Angie	Recreation Specialist	36 wk	30	Recreation Crafts Leader and Clerk-Typist
	- - - - -			
Andreacci, Mary	Recreation Leader	30 wk	30	Children's Play Leader
Rocco, Elsie	Recreation Specialist	30 wk	30	Children's Play Leader
Vespoli, Geraldine	Recreation Leader	30 wk	30	Children's Play Leader
Von Ahn, Mary	Recreation Leader	30 wk	30	Children's Play Leader
Winrow, Mary A.	Recreation Leader	30 wk	30	Children's Play Leader
	- - - - -			
Vacant	- - - - - - - -	- - - -	- - - - -	Recreation Center Supervisor
Mulkeen, Martin F.	Recreation Leader	2700	35	Recreation Crafts Leader and Male Playground Supervisor
Eberle, Elizabeth	Recreation Specialist	2700	25	Art Instructor
Clark, Mary	Recreation Leader	2200	35	Assistant Recreation Crafts Leader and Female Playground Supervisor

Proposed Allocation List for Existing Positions in

RECREATION UNIT (continued) - Revenue andFinance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Drew, Catherine	Recreation Leader	2200	35	Assistant Recreation Crafts Leader and Female Playground Supervisor
McDonald, Marie	Receptionist	2000	30	Clerk-Typist

- - - - -

Proposed Allocation List for Existing Positions in

RECREATION UNIT (continued) - Revenue and Finance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
DiCrisci, Nunzio	Building Maintenance Worker	2500	39	Recreation Building and Equipment Repair Foreman
Aymong, Eugene	Laborer	2500	39	Recreation Building Maintenance Worker
Lizza, Nicholas	Building Maintenance Worker	2500	36	Recreation Building Maintenance Worker
Preston, Fred	Maintenance Repairman Carpenter	2500	51½	Recreation Building Maintenance Worker
Calabrese, Anthony	Recreation Leader	30 wk	24	Recreation Center Custodian and ~~Playground Attendant~~ Maintenance Worker
Fiorillo, Pasquale	Laborer	2500	40	Heating Plant and Playground Attendant
Gaffney, Thomas	Recreation Leader	30 wk	23	Watchman and Playground Attendant
Onofrio, Spadavecchia	Watchman	1220	35	Watchman

- - - - -

Proposed Allocation List for Existing Positions

STREET MAINTENANCE AND CLEANING - Revenue and Finance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Romano, Anthony	General Foreman	3600	42	Supervisor of Street Maintenance and Cleaning
~~Cosmanic, Louis~~	~~Laborer-Foreman~~	~~3100~~	~~41½~~	~~Chauffeur~~
Peluso, Peter	Public Works Foreman	2800	42	Street Maintenance Foreman
Budy, John Jr.	Truck Driver	2600	41½	Laborer - Driver
Neilsen, John A.	Public Works Repairman	3000	39	Street Maintenanceman
Hennessey, James	Mechanic's Helper	2900	39	Street Maintenanceman
Carey, Michael	Laborer	2700	39	Street Maintenanceman
Lenihan, Arthur	Laborer-Driver	2600	40	Street Maintenanceman
Vecchione, James A.	Labor Foreman	2800	42	Street Cleaning Foreman
Branda, John	Laborer	2700	41½	Laborer - Driver
Tirone, Ralph	Laborer	2700	41½	Street Sweeper
Greenberg, Abraham	Laborer	2600	41½	Street Sweeper
Ryan, Joseph	Laborer	2600	Not Reported	Street Sweeper
Gaynor, John J.	Street Foreman	3000	40	Street Cleaning Foreman
Breen, Timothy	Truck-Driver	2550	41½	Laborer - Driver
Olsen, Ralph	Laborer-Driver	2600	40	Street Sweeper
Sauter, Joseph	Laborer	2600	40	Street Sweeper
Wallington, John	Laborer	2600	40	Street Sweeper
McNamara, John	Laborer	2400	40	Street Sweeper
Mongelli, Nicholas	Laborer	2400	40	Street Sweeper

Proposed Reallocation List for Existing Positions in

(continued) STREET MAINTENANCE AND CLEANING - Revenue and Finance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Cosmanic, Louis	Laborer-Foreman	3100	44½	Street Truck Scheduler and Foreman
De Mattei, Joseph	Truck Driver	2900	41⅔	Laborer - Driver
~~[illegible]~~, David	~~Lab~~ Truck Driver	2900	39	Laborer-Driver
Leddy, Martin	Truck Driver	2900	41⅔	Laborer - Driver
Torra, Frank	Laborer-Driver	2700	41⅔	Laborer - Driver
Coppola, Joseph	Truck Driver	2600	41⅔	Laborer - Driver
Sommers, Michael	Truck Driver	2600	41⅔	Laborer - Driver
Ahr, Frederick J.	Laborer	2700	41⅔	Laborer - Driver Helper
Valentine, John	Laborer Driver	2600	41⅔	Laborer - Driver Helper
Cesaro, Liberato	Laborer	2550	41⅓	Laborer - Driver Helper
Peirano, Robert	Laborer	2400	41½	Laborer - Driver Helper
Accatata, Anthony	Laborer Driver	2600	40	Street Sweeper
Goldsack, Robert	Laborer	2600	40	Street Sweeper
Forbes, Angus	Laborer	2600	40	Street Sweeper
Grogan, Thomas	Laborer-Driver	2600	Not Reported (now on sick leave)	Street Sweeper - ~~sick leave~~
Hansen, George	Laborer-Driver	2600	40	Street Sweeper
Hayes, James	Laborer	2600	40	Street Sweeper
Hetzel, George	Laborer	2600	40	Street Sweeper
Laino, Nicholas	Laborer-Driver	2600	40	Street Sweeper
Poggi, George	Laborer	2600	40	Street Sweeper
Rooney, John	Laborer-Driver	2600	40	Street Sweeper
Salamone, John	Laborer	2600	40	Street Sweeper
Short, James	Laborer	2600	40	Street Sweeper
Slokich, Nicholas	Laborer	2600	40	Street Sweeper
Borst, George	Laborer Driver	2550	40	Street Sweeper

Proposed Allocation List for Existing Positions in

(continued) STREET MAINTENANCE AND CLEANING - Revenue and Finance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Visceglie, Dominick	Laborer	2550	40	Street Sweeper
Ahlers, Henry	Laborer	2400	40	Street Sweeper
Baranich, Anthony	Laborer	2400	40	Street Sweeper
Butterbrodt, Henry	Laborer	2400	42½	Street Sweeper
Byrne, Joseph	Laborer	2400	40	Street Sweeper
Cannon, William	Laborer	2400	40	Street Sweeper
Curci, Frank	Laborer	2400	40	Street Sweeper
De Cicco, Nunzio	Laborer	2400	40	Street Sweeper
Gohde, Herman	Laborer	2400	40	Street Sweeper
Kasmer, Joseph	Laborer	2400	40	Street Sweeper
Lauer, Charles	Laborer	2400	40	Street Sweeper
Maloney, Martin	Laborer	2400	40	Street Sweeper
Mulvaney, Thomas	Laborer	2400	40	Street Sweeper
Reilly, John	Laborer	2400	40	Street Sweeper
Render, John A.	Laborer	2400	40	Street Sweeper
Salerno, Rocco	Laborer	2400	40	Street Sweeper
Swanton, Thomas	Laborer	2400	40	Street Sweeper
- - - - -				
Peirano, Mark	Laborer-Foreman	3100	42½	Supply Man and Street Sweeper Checker
Smith, Jacob	Public Works Foreman	3100	42	Supply Man and Street Sweeper Checker
- - - - -				
Petrosino, Peter	Automotive Mechanic	3500	44	Supervisor of Street Repair Shop and Garage
Breitweiser, Louis	Mechanic's Helper	2900	44	Repairman Motor Equipment ~~Maintenanceman~~
Stave, Albert	Mechanic's Helper	2900	41½	Motor Equipment Repairman

Proposed Allocation List for Existing Positions in

(continued) STREET MAINTENANCE AND CLEANING - Revenue and Finance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Haufe, Herman	Laborer-Driver	2600	41½	Garage Attendant
Mohr, Paul	Laborer	2700	42	Garage Attendant
Schneider, Max	Laborer	2700	42	Garage Attendant
Valentine, Thomas	Laborer	2600	41½	Garage Attendant
Gleason, Michael	Laborer	2400	48	Watchman
Pendergast, James	Laborer	2700	44	Watchman
Johnson, Stephan	Laborer	2400	39	~~Senior~~ Clerk
Dunphy, Edward	Laborer	2600	39	Clerk
- - - - -				
Illich, Samuel	Laborer	2550	41½	Streets Yardman
McInerney, John	Laborer	2700	40	Watchman
Cosmanic, Stephen	Laborer	2600	42	Watchman

Proposed Allocation List for Existing Positions in

WATER SYSTEM MAINTENANCE - Revenue and Finance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Vacant	None	-	Not reported	Supervisor of Water Distribution System
Schrank, Adolph	Water Foreman	3300	Not reported	Water Distribution Foreman
Mannillo, Fred	Water Foreman	2500	40	Water Distribution Foreman
Waddington, Laurence	Water Foreman	3000	40	Water Distribution Foreman
Ivacic, Marin	Water Repairman	2650	40	Laborer - Driver
Vernola, Ignazio	Laborer	2650	40	Laborer - Driver
Tremitiedi, Joseph	Laborer	2800	40	Water Distribution Repairman
Ciamdella, Charles	Water Repairman	2650	33	Water Distribution Repairman
Caulfield, Francis	Water Repairman	2650	40	Water Distribution Repairman
Cerria, Joseph	Water Repairman	2650	40	Water Distribution Repairman
Donorrio, Consiglio	Water Repairman	2650	40	Water Distribution Repairman
Mosca, John	Laborer	2650	39	Water Distribution Laborer
Florio, Charles	Laborer	2650	39	Water Distribution Laborer
Preciose, William	Water Repairman	2650	40	Water Distribution Laborer
Cassessa, Jerry	Laborer	2500	40	Water Distribution Laborer
De Marco, Giacinto	Laborer	2500	39	Water Distribution Laborer
Santacroce, Cosmo	Laborer	2500	40	Water Distribution Laborer
Settembre, Fiore	Laborer	2000	40	Watchman
Corrado, James	Watchman	1520	35	Watchman
Lisa, Tony	Watchman	1200	25	Watchman

Proposed Allocation List for Existing Positions in

WATER SERVICES - Revenue and Finance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Muir, Thomas J.	Head Clerk	3800	33	Head Clerk
	- - - - -			
Field, John F.	Principal Clerk Bookkeeper	3300	33	Principal Account Clerk
Bach, George J.	Principal Clerk Bookkeeper	3100	33	Principal Account Clerk
Cornils, George J.	Senior Clerk Bookkeeper	2800	33	Senior Account Clerk
Bier, Benjamin	Clerk	2400	33	Senior Account Clerk
Gregory, Benjamin	Senior Bookkeeping Machine Operator	2800	Not Reported	Bookkeeping Machine Operator
Damato, Michael	Office Appliance Operator	2700	33	Graphotype and Addressograph Operator
	- - - - -			
Giordano, Daniel	Water Meter Foreman	3200	39	Water Meter Repair Foreman
Flynn, Frank F.	Water Inspector	3100	33	Water Meter Reader Supervisor
Buerger, Frank	Water Meter Repairman	2650	39	Water Meter Repairman
Lynch, Michael	Water Meter Repairman	2650	39	Water Meter Repairman
Enger, Alfred J.	Water Meter Reader	2700	33	Water Meter Reader
Visconti, Henry	Water Meter Reader	2700	33	Water Meter Reader

Proposed Allocation List for Existing Positions in

PARKING METERS - Revenue and Finance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Vacant	Supervising Parking Meter Servicer	To be determined		Supervising Parking Meter Servicer
Policastro, Salvatore	Laborer	2800	42	Parking Meter Servicer
Salinardi, Joseph	Laborer	2800	42	Parking Meter Servicer

Proposed Allocation List for Existing Positions in

BUILDING AT 86 RIVER STREET - Revenue and Finance

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Mele, Joseph	Building Service Worker	2300	55½	Building Maintenance Worker
De Terlizzi, Marino8	Building Service Worker	2100	24	Building Maintenance Worker PT

Proposed Allocation List for Existing Positions in

DEPARTMENT OF PUBLIC SAFETY - Central Office

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Borelli, Michael	Director	4500	Not Reported	Director of Public Safety
Beronio, John P.	Deputy Commissioner	3800	Not Reported	Deputy Director of Public Safety
- - - - -				
Tanz, Channa	Secretary to Director	3500	Not reported	Secretary, Director of Public Safety
- - - - -				
Landi, Joseph	Receptionist	2000	33	Receptionist and Interpreter
McNamara, John	Administrative Assistant	3300	44	Senior Clerk-Typist
Mon - - - - -				
Monteverde, Alexander	Transportation Supervisor	3300	48	Transportation Inspector
- - - - -				
Romano, Charles P.	Superintendent of Weights and Measures	2800	33	Superintendent of Weights and Measures
- - - - -				

Proposed Allocation List for Existing Positions in

CENTRAL OFFICE AND COMMANDING OFFICERS OF UNIFORMED FORCE - Police -

Public Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Reynolds, John	Chief of Police	6350	72	Police Chief
- - - - -				
Christie, William	Captain of Police	5550	63	Police Captain
Kearins, Edward	Captain of Police	5550	63	Police Captain
~~Vacant~~ Scott, Edgar	~~Police~~ Captain of Police (Temporarily detailed to Criminal Investigations)	5550	88½	Police Captain
Vacant	~~Police~~ Captain of Police	5550	—	Police Captain
- - - - -				
Walker, Bernard F.	Sergeant of Police	4200	40	Secretary to Police Chief
- - - - -				
Fitzpatrick, George	Patrolman	3800	40	Not classified - to begin extended leave January 1, 1952
- - - - -				

Proposed Allocation List for Existing Positions in

SQUADS 1, 2, 3, 4, and 5 - UNIFORMED FORCE - Police-Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Coughlin, Arthur	Sergeant of Police	4200	40	Police Sergeant
Link, John W.	Desk Sergeant	4200	40	Police Sergeant
Otten, George Sr.	Sergeant	4200	40	Police Sergeant
- - - - -				
Werner, Richard	Switchboard Operator	3800	40	Police Telephone Operator
- - - - -				
Logan, Vincent F.	Patrolman-Radio Dispatcher	3800	40	Police Radio Dispatcher
Forray, William	Patrolman	3800	40	Police Radio Dispatcher
- - - - -				
Bach, Frank	Patrolman	3800	40	Patrolman
Brennan, Matthew, Jr.	Patrolman	3800	40	Patrolman
Carroll, Richard	Patrolman	3800	40	Patfolman
Coppinger, Harry J	Patrolman	3800	40	Patrolman
Gaynor, Charles	Patrolman	3800	40	Patrolman
Hove, George	Patrolman	3800	40	Patrolman
Hynes, Frank	Patrolman	3800	40	Patrolman
Kiely, Joseph	Patrolman	3800	40	Patrolman
Morocco, Frank	Patrolman	3800	40	Patrolman
Murphy, Michael	Patrolman	3800	40	Patrolman
Ricciardi, August	Patrolman	3800	40	Patrolman
Rota, Michael	Patrolman	3800	40	Patrolman
Tortorella, Frank	Patrolman-Radio	3800	40	Patrolman
Vollkommer, John	Patrolman	3800	40	Patrolman
Wladich, Martin	Patrolman	3800	40	Patrolman
Kostka, Paul	Patrolman	3500	40	Patrolman
De Palma, Nicholas	Patrolman	3200	40	Patrolman

Proposed Allocation List for Existing Positions in

(continued) SQUADS 1, 2, 3, 4, and 5 - UNIFORMED FORCE - Police - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
McCourt, Francis	Patrolman	3200	40	Patrolman
	- - - - -			
Lanzetti, Samuel	Special Patrolman (Temporarily assigned from uniformed force)	3300	40	Ambulance Driver

Proposed Allocation List for Existing Positions in

SQUADS 6, 7, 8, 9, and 10 - UNIFORMED FORCE - Police - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Marotta, Arthur	Police Lieutenant	4550	Not Reported	Police Lieutenant
O'Brien, Edward J.	Police Sergeant	4200	40	Police Sergeant
Vacant	Police Sergeant	4200	~~40~~ -	Police Sergeant
O'Toole, John	Switchboard Operator	3800	40	Police Telephone Operator
McAleer, John	Police Radio Dispatcher	3800	40	Police Radio Dispatcher
Bach, Edward	Patrolman	3800	40	Patrolman
Beckett, Joseph	Patrolman	3800	40	Patrolman
Borelli, Nicholas	Patrolman	3800	40	Patrolman
Callahan, Francis	Patrolman	3800	40	Patrolman
Cappock, Michael	Patrolman	3800	40	Patrolman
Casler, Raymond	Patrolman	3800	40	Patrolman
Catsos, James	Patrolman	3800	40	Patrolman
Coutant, Joseph	Patrolman	3800	40	Patrolman
Craven, John	Patrolman	3800	40	Patrolman
Fearon, Thomas	Patrolman	3800	40	Patrolman
Garmo, Anthony	Patrolman	3800	40	Patrolman
Lehbrink, Victor	Patrolman	3800	40	Patrolman
~~Marotta, Joseph~~	~~Patrolman~~	~~3800~~	~~40~~	~~Patrolman~~
Pinkman, Harry	Patrolman	3800	40	Patrolman
Rickard, James	Patrolman	3800	40	Patrolman
Sullivan, Peter	Patrolman	3800	40	Patrolman
Wallace, William	Patrol Driver	3800	40	Patrolman
Whalen, Peter	Patrolman	3800	40	Patrolman

Proposed Allocation List for Existing Positio[illegible] in

(continued) SQUADS 6, 7, 8, 9, and 10 - UNIFORMED FORCE - Police - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Kruse, Vincent J.	Patrolman	3200	40	Patrolman
		- - - - -		
Edgar, John J.	Patrolman	3800	Sick Leave 40	Ambulance Driver

(Temporarily assigned from uniformed force)

Proposed Allocation List for Existing Positions in

SQUADS 11, 12, 13, 14, and 15 - UNIFORMED FORCE

Police - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Lehbrink, Walter	Lieutenant	4550	35 3/4	Police Lieutenant
Capelli, Frank	Sergeant	4200	42½	Police Sergeant
Torpey, George	Sergeant of Police	4200	42½	Police Sergeant
Magnus, Rudolph Jr.	Patrolman	3800	40	Police Telephone Operator
Breithaupt, James	Patrolman	3800	40	Police Radio Dispatcher
Berkery, Michael	Patrolman	3800	40	Patrolman
Carroll, Thomas	Patrolman	3800	40	Patrolman
Castellano, Francis	Patrolman	3800	40	Patrolman
Catalano, Angelo	Patrolman	3800	40	Patrolman
Crimmins, George	Patrolman	3800	40	Patrolman
Fitzpatrick, Joseph	Patrolman	3800	40	Patrolman
Ford, Joseph	Patrolman	3800	40	Patrolman
Moll, John	Patrolman	3800	40	Patrolman
Otten, George	Patrolman	3800	40	Patrolman
~~Smith, Charles T.~~	~~Patrolman~~	~~3800~~	~~40~~	~~Patrolman~~
Weber, Raymond	Patrolman	3800	40	Patrolman
Cappiello, Steve	Patrolman	3500	40	Patrolman
Carbone, Raymond	Patrolman	3200	40	Patrolman
McManus, Joseph	Patrolman	3800	40	Ambulance Driver

(Temporarily assigned from uniformed force)

Proposed Allocation List for Existing Positions in

SQUADS 16, 17, 18, 19 and 20 - UNIFORMED FORCE

Police - Safety

Name of Incumbent	Present Title	Present Pay	Present Hours on Duty	Proposed Title
Fallon, Walter	Lieutenant	4550		Police Lieutenant
Biggio, Anthony	Round Sergeant	4200	40	Police Sergeant
Havens, Walter, Sr.	Sergeant	4200	40	Police Sergeant
	- - - - -			
Sweeten, Norman J.	Patrolman	3800	40	Police Radio Dispatcher
	- - - - -			
Bostick, James	Patrolman	3800	40	Patrolman
Brennan, John J.	Patrolman	3800	40	Patrolman
Cassirer, Gustave	Patrolman	3800	40	Patrolman
Connors, Francis	Patrolman	3800	40	Patrolman
Crimmins, Thomas	Patrolman	3800	40	Patrolman
Dugan, Michael	Patrolman	3800	40	Patrolman
Foley, Richard A.	Patrolman	3800	40	Patrolman
Giordano, Dominick	Patrolman	3800	40	Patrolman
Griego, Vito A.	Patrolman	3800	40	Patrolman
Hetzel, Charles	Patrolman	3800	40	Patrolman
Kasch, Edward	Patrolman	3800	40	Patrolman
Kennedy, Patrick	Patrolman	3800	40	Patrolman
King, Peter N.	Patrolman	3800	40	Patrolman
McAvoy, John	Patrolman	3800	40	Patrolman
MacManus, Alan	Patrolman	3800	40	Patrolman
O'Reilly, William	Patrolman	3800	40	Patrolman
Quinn, Joseph	Patrolman	3800	40	Patrolman
Scheltz, Frederick	Patrolman	3800	40	Patrolman

Proposed Allocation List for Existing Positions in

(continued) SQUADS 16, 17, 18, 19 and 20 - UNIFORMED FORCE

Police - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Weber, Charles P.	Patrolman	3800	40	Patrolman
Winrow, Harold	Patrolman	3800	40	Patrolman
- - - - -				
Damus, Victor J.	Patrolman	3800	40	Ambulance Driver
(Temporarily assigned from uniformed force)				

Proposed Allocation List for Existing Positions in

SQUADS 21 and 22 - UNIFORMED FORCE - Police - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Hanrahan, William	Lieutenant of Police	4550	40	Police Lieutenant
Smith, Charles	Sergeant of Police	4200	40	Police Sergeant
	- - - - -			
Dewey, Harold A.	Patrolman	3800	40	Patrolman
Kiely, Daniel	Patrolman	3800	40	Patrolman
Miller, William	Patrolman	3800	40	Patrolman
Ruzich, Peter J.	Patrolman	3800	40	Patrolman

Proposed Allocation List for Existing Positions in

RIVER FRONT SQUAD - UNIFORMED FORCE - Police - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Burke, William	Sergeant of Police	4200	40	Police Sergeant
Havens, W.	Patrolman	3800	not reported	Patrolman
Lucy, John J.	Patrolman	3800	42½	Patrolman
Palumbo, Thomas C.	Patrolman	3800	40	Patrolman
Radigan, Edward	Patrolman	3800	42½	Patrolman
Serino, Joseph F.	Patrolman	3800	42½	Patrolman

Proposed Allo[illegible]ion List for Existing Position[illegible]

TRAFFIC SQUAD - UNIFORMED FORCE - Police - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Policastro, Dominick	Sergeant of Police	4200	72½	Police Sergeant
Bogert, Albert	Patrolman	3800	40	Patrolman
Carrig, George J.	Patrolman	3800	40	Patrolman
Clancy, John E.	Patrolman	3800	32	Patrolman
Condon, Raymond	Patrolman	3800	40	Patrolman
Dell, Gerard J.	Patrolman	3800	40	Patrolman
Finnerty, Matthew	Patrolman	3800	40	Patrolman
Hogan, George A.	Patrolman	3800	40	Patrolman
Holmes, Richard	Patrolman	3800	40	Patrolman
Miller, Arthur	Patrolman	3800	40	Patrolman
Murphy, Cornelius, Sr.	Patrolman	3800	40	Patrolman
Pantoliano, Joseph	Patrolman	3300	40	Patrolman
Tangeman, Charles	Patrolman	3800	40	Patrolman
Walker, James	Patrolman	3800	40	Patrolman
~~Pantiliano, Joseph~~	~~Special Patrolman~~	~~3300~~	~~40~~	
~~Benfari, Ignatius~~	~~Patrolman~~	~~3800~~	~~40~~	~~Patrolman~~
Cahill, Thomas	Patrolman	3800	40	Patrolman
Crimmins, George	Patrolman	3800	40	Patrolman
Donnelly, Thomas	Patrolman	3800	40	Patrolman
Hynes, Frank	Patrolman	3800	40	Patrolman
Kasch, Edward J.	Patrolman	3800	40	Patrolman
Miller, William	Patrolman	3800	40	Patrolman
Otten, George Jr.	Patrolman	3800	40	Patrolman

Proposed Allocation List for Existing Positions in

MOTORCYCLE SQUAD - UNIFORMED FORCE - Police - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Caufield, Michael	Motorcycle Patrolman	3800	40	~~Motorcycle~~ Patrolman
Lewis, Thomas	Patrolman	3800	40	~~Motorcycle~~ Patrolman
Lynch, Michael	Patrolman	3800	40	~~Motorcycle~~ Patrolman
Taglieri, Paul	Patrolman	3500	48	~~Motorcycle~~ Patrolman

Proposed Allocation List for Existing Positions in

BANK AND PAYROLL DETAILS - UNIFORMED FORCE - Police - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Benfari, Ignatius	Patrolman	3800	Not Reported	Patrolman
Bufano, James	Patrolman	3800	40	Patrolman
Carmody, Thomas	Patrolman	3800	47	Patrolman
Monaco, John	Patrolman	3800	47	Patrolman
Wladich, Michael,Sr.	Patrolman	3800	40	Patrolman

Proposed Allocation List for Existing Positions in

CRIMINAL INVESTIGATIONS - Police-Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Vacant	Police Captain	5550		Police Captain
Ricciardi, Patrick	Lieutenant	4550	54 1/3	Police Lieutenant
Ryan, Ambrose A.	Lieutenant	4550	86	Police Lieutenant
Fitzgerald, Edward	Sergeant	4200	48	Police Sergeant
White, John	Detective Sergeant	4200	46 3/4	Police Sergeant
Connors, Vincent	Patrolman	3800	54.35	Patrolman
Dempsey, Matthew	Patrolman	3800	61	Patrolman
De Falco, Philip	Patrolman	3800	46	Patrolman
Di Laura, Nicholas	Patrolman	3800	48¼	Patrolman
Di Paolo, John	Patrolman	3800	41	Patrolman
Durfy, Hugh	Patrolman	3800	60 3/4	Patrolman
Gilligan, Martin	Patrolman	3800	41	Patrolman
Lisa, Michael	Patrolman	3800	42 1/5	Patrolman
Loughlin, William	Patrolman	3800	39.35	Patrolman
Marnell, Joseph	Patrolman	3800	49	Patrolman
Marzullo, Paul	Patrolman	3800	41½	Patrolman
McGavin, Joseph	Patrolman	3800	53½	Patrolman
Murphy, John	Patrolman	3800	43	Patrolman
Reccoppa, Anthony	Patrolman	3800	47½	Patrolman
Sogliuzzo, Walter	Patrolman	3800	43	Patrolman
Sullivan, Harry	Patrolman	3800	40	Patrolman
Turso, Michael	Patrolman	3500	32	Patrolman
Rinaldi, Anthony	Patrolman	3200	42	Patrolman
Vukas, Peter	Patrolman	3200	58	Patrolman

- - - - -

Proposed Allocation List for Existing Positions -

CRIMINAL INVESTIGATIONS - continued - Police - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Scott, Edgar	Captain of Police (Temporarily detailed from the uniformed force)	5550	88½	Police Captain
Caporino, Frank	Sergeant of Police	4200	82½	Police Sergeant
Culhane, John J.	Sergeant of Police	4200	54	Police Sergeant
Drew, Walter X. J.	Patrolman	3800	91½	Patrolman
Greany, Thomas A.	Patrolman	3800	40	Patrolman
Marotta, Joseph A.	Patrolman	3800	40	Patrolman
Pereira, Joseph	Patrolman	3800	88½	Patrolman
Smith, Charles T.	Patrolman	3800	40	Patrolman
- - - - -				
Magnus, Rudolph, Sr.	Police Photographer	4550	45	Police Photographer
- - - - -				
Kelly, Martin J.	Sergeant of Police	4200	47½	Supervising Police Identification Officer
Daniello, Frank J.	Patrolman	3800	40	Police Identification Officer
Gilligan, James	Patrolman	3800	40	Police Identification Officer
- - - - -				
Flihse, John H.	Sergeant	4200	40	Police Sergeant
Del Boccio, John L.	Patrolman	3800	40	Patrolman

Proposed Allocation List for Existing Positions in

POLICE ATHLETIC LEAGUE - Police - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Walker, Elwood A.	Patrolman (Temporarily detailed from the uniformed force)	3800	40	Police Athletic League Supervisor
Havens, Walter J. Jr.	Patrolman (Temporarily detailed from the uniformed force)	3800	40	Police Athletic League Assistant
Schneider, George J.	Patrolman (Temporarily detailed from the uniformed force)	3800	43	Police Athletic League Maintenanceman

Proposed Allocation List for Existing Positions in

MISCELLANEOUS GROUP - Police - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Sheehy, Edward J. (Temporarily detailed from the uniformed force)	Patrolman	3800	Not Reported	School Safety Patrol Supervisor
Vacant	Policewoman	3200	Not Reported	Policewoman
Matera, Joseph M.D.	Police and Fire Surgeon	2500	Not Reported	Police and Fire Surgeon
Weisbrod, John Rev.	Police Chaplain	2500	Not Reported	Chaplain
Carroll, Anna	Police Matron	2250 plus quarters	~~On Call~~ not reported	Police Matron

- - - - -

Proposed Allocation List for Positions in

CENTRAL STAFF - Safety - Fire

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Bonin, George F.	Chief, UFD	6350	168	Fire Chief
Finnerty, Frank J.	Deputy Chief, UFD	5350	56	Deputy Fire Chief
Kiely, Leo P.	Deputy Chief, UFD	5350	56	Deputy Fire Chief
Ross, Lawrence E.	Deputy Chief, UFD	5350	56	Deputy Fire Chief
Carmody, Thomas	Fireman, UFD	3800	56	Fireman
Segers, Gasper	Fireman, UFD	3800	56	Fireman
Simone, Michael	Fireman, UFD	3800	56	Fireman
Adolph, Charles	Fireman, UFD	3800	56	Fireman
Costello, Peter	Fireman, UFD	3800	56	Fireman
Reinhardt, Henry	Fireman, UFD	3800	56	Fireman
Hackett, James	Fireman, UFD	3800	48	Fire Apparatus Dispatcher and Telephone Operator
Burke, Nicholas	Fireman, UFD	3800	40	Fire Apparatus Dispatcher and Telephone Operator
Maguire, Gerald	Fireman, UFD	3800	40	Fire Apparatus Dispatcher and Telephone Operator
Dondero, Ernest R.	Telephone Operator	2800	40	Fire Apparatus Dispatcher and Telephone Operator

Proposed Allocation List for Positions in

CENTRAL STAFF (continued) - Safety - Fire

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Schwarz, August	Captain, UFD	4550	44	Supervising Fire Prevention Inspector
Halloran, James	Fireman, UFD	3800	44	Fire Prevention Inspector
Stednitz, Charles	Fireman, UFD	3200	44	Fire Prevention Inspector
- - - - -				
Berardi, Alphonse	Captain, UFD	4550	54	Fire Drillmaster
- - - - -				
Granelli, H.A.	Department Surgeon	2500	Not Reported	Police and Fire Surgeon
Wettstein, A.Z.	Chaplain	2500	not reported	Chaplain
- - - - -				
Lisa, John	Fireman, UFD	3800	44	Senior Clerk
Wehrhahn, Arthur	Fireman, UFD	3800	44	Senior Clerk-Typist
- - - - -				
~~2500~~			not reported	~~Chaplain~~

Proposed Allocation list for Positions in

ENGINE COMPANY #1 - Safety - Fire

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Kruse, Henry	Captain, UFD	4550	56	Fire Captain
Bach, Albert	Fireman, UFD	3800	56	Fireman
Coleman, Patrick	Fireman, UFD	3800	56	Fireman
Coppola, Francis	Fireman, UFD	3800	56	Fireman
O'Brien, Thomas	Fireman, UFD	3800	56	Fireman
- - - - -				
Mai, Angelo	Captain, UFD	4550	56	Fire Captain
Brasch, William	Fireman, UFD	3800	56	Fireman
Fitzsimmons, Edward	Fireman, UFD	3800	56	Fireman
Gandolfo, Francis	Fireman, UFD	3800	56	Fireman
Scully, Walter	Fireman, UFD	3800	56	Fireman
- - - - -				
Ross, Henry	Captain, UFD	4550	56	Fire Captain
Keating, William	Fireman, UFD	3800	56	Fireman
Peluso, Emanuel	Fireman, UFD	3800	56	Fireman
Smith, John	Fireman, UFD	3800	56	Fireman
Failla, Eugene	Fireman, UFD	3200	56	Fireman

- - - - -

Proposed Allocation list for Positions in

ENGINE COMPANY #2 - Safety - Fire

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Griego, Rocco	Captain, UFD	4550	56	Fire Captain
Kennedy, Thomas	Fireman, UFD	3800	56	Fireman
Shannon, James	Fireman, UFD	3800	56	Fireman
Lisa, Charles	Fireman, UFD	3500	56	Fireman
Pierro, Andrew	Fireman, UFD	3500	56	Fireman
- - - - -				
Vacant	Captain, UFD	4550		Fire Captain
Ferriulo, Joseph	Fireman, UFD	3800	56	Fireman
Groot, William	Fireman, UFD	3800	56	Fireman
Miller, Henry	Fireman, UFD	3800	56	Fireman
McGraw, William	Fireman, UFD	3200	56	Fireman
- - - - -				
Thomas, Charles	Captain, UFD	4550	56	Fire Captain
Cordes, Henry	Fireman, UFD	3800	56	Fireman
McNamara, Daniel	Fireman, UFD	3800	56	Fireman
Mottershead, Joseph	Fireman, UFD	3800	56	Fireman
Murgitroyd, Richard	Fireman, UFD	3200	56	Fireman
- - - - -				

~~3~~

-56-

Proposed Allocation list for Positions in

ENGINE COMPANY #3 - Safety - Fire

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Carmody, Patrick	Captain, UFD	4550	56	Fire Captain
Berkowitz, John	Fireman, UFD	3800	56	Fireman
Nolan, John	Fireman, UFD	3800	56	Fireman
Hunt, Francis	Fireman, UFD	3800	56	Fireman
Stiles, Martin	Fireman, UFD	3800	56	Fireman
- - - - -				
Cella, George	Captain, UFD	4550	56	Fire Captain
Cutillo, Ferdinand	Fireman, UFD	3800	56	Fireman
DeSalvo, John	Fireman, UFD	3800	56	Fireman
Lisa, Vincent	Fireman, UFD	3800	56	Fireman
Hunsinger, Francis	Fireman, UFD	3500	56	Fireman
- - - - -				
Reilly, John	Captain, UFD	4550	56	Fire Captain
Gullo, Carmine	Fireman, UFD	3800	56	Fireman
Moore, Francis	Fireman, UFD	3800	56	Fireman
Murphy, John	Fireman, UFD	3800	56	Fireman
Scully, Francis	Fireman, UFD	3800	56	Fireman
- - - - -				

Proposed Allocation List for Existing Positions in

ENGINE COMPANY #4 - Safety - Fire

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Grant, Edward	Captain, UFD	4550	56	Fire Captain
Dunnewald, Edward	Fireman, UFD	3800	56	Fireman
Grefe, Henry	Fireman, UFD	3800	56	Fireman
Levins, James	Fireman, UFD	3800	56	Fireman
Vacant	Fireman, UFD	3200	Not Reported	Fireman
Londrigan, James H.	Captain, UFD	4550	56	Fire Captain
Avagliano, Victor	Fireman, UFD	3800	56	Fireman
Clancy, Robert	Fireman, UFD	3800	56	Fireman
Stevens, John	Fireman, UFD	3800	56	Fireman
Verbist, Frank	Fireman, UFD	3800	56	Fireman
Miller, William	Captain, UFD	4550	56	Fire Captain
Hiltenbrand, Louis	Fireman, UFD	3800	56	Fireman
Melee, Henry	Fireman, UFD	3800	56	Fireman
Walsh, Joseph	Fireman, UFD	3800	56	Fireman
Vacant	Fireman, UFD	3200	--	Fireman

Proposed Allocation List for Existing Positions in

ENGINE COMPANY #5 - Safety - Fire

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Doneman, John	Captain, UFD	4550	56	Fire Captain
Craven, John	Fireman, UFD	3800	56	Fireman
Guess, Arthur	Fireman, UFD	3800	56	Fireman
Houn, John	Fireman, UFD	3800	56	Fireman
Lanzetti, Joseph	Fireman, UFD	3800	56	Fireman
Montelione, Walter	Fireman, UFD	3800	56	Fireman
- - - - -				
Kennedy, Joseph	Captain, UFD	4550	56	Fire Captain
Florio, Joseph	Fireman, UFD	3800	56	Fireman
Murphy, Daniel (Serving in the Armed Forces)	Fireman, UFD	3800	--	Fireman
Salerno, Joseph	Fireman, UFD	3800	56	Fireman
McDonald, Thomas	Fireman, UFD	3500	56	Fireman
- - - - -				
Sinatra, Anthony	Captain, UFD	4550	56	Fire Captain
Calandra, Peter	Fireman, UFD	3200	56	Fireman
Forbes, John	Fireman, UFD	3800	56	Fireman
Murphy, Cornelius	Fireman, UFD	3800	56	Fireman
Sheridan, Michael	Fireman, UFD	3800	56	Fireman
Monacelli, Stefano	Fireman, UFD	3200	56	Fireman
- - - - -				

Proposed Allocation List for Positions Existing in

ENGINE COMPANY #6 - Safety - Fire

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Vacant	Captain, UFD	4550	56	Fire Captain
Hennessy, William	Fireman, UFD	3800	56	Fireman
Romano, Salvatore	Fireman, UFD	3800	56	Fireman
Rubin, Morris	Fireman, UFD	3800	56	Fireman
Benfari, Albert	Fireman, UFD	3200	56	Fireman
Lisa, Joseph B. (Serving in the armed forces)	Fireman, UFD	3800	56	Fireman

- - - - -

Vacant	Captain, UFD	4550	56	Fire Captain
Houn, James	Fireman, UFD	3800	56	Fireman
Moore, Robert	Fireman, UFD	3800	56	Fireman
O'Brien, William	Fireman, UFD	3800	56	Fireman
O'Connor, James	Fireman, UFD	3800	56	Fireman

- - - - -

O'Dowd, John	Captain, UFD	4550	56	Fire Captain
Burke, Walter	Fireman, UFD	3800	56	Fireman
Gear, Edmond	Fireman, UFD	3800	56	Fireman
Bilon, Charles	Fireman, UFD	3800	56	Fireman
Stinson, Joseph	Fireman, UFD	3800	56	Fireman

- - - - -

Proposed Allocation List for Existing Positions in

TRUCK COMPANY #1 - Safety - Fire

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Vacant	Captain, UFD	4550	56	Fire Captain
Chiauss, August	Fireman, UFD	3800	56	Fireman
Huelbig, Edward	Fireman, UFD	3800	56	Fireman
Pompliano, Eugene	Fireman, UFD	3800	56	Fireman
Baker, Edward (On sick leave)	Fireman, UFD	3800	--	Fireman
Pfeil, Curt	Captain, UFD	4550	56	Fire Captain
Cuozzo, Anthony	Fireman, UFD	3800	56	Fireman
Truncellito, Anthony	Fireman, UFD	3800	56	Fireman
Azzolini, Thomas	Fireman, UFD	3500	56	Fireman
Pizza, Michael	Fireman, UFD	3200	56	Fireman
Vacant	Captain, UFD	4550	56	Fire Captain
Bradley, William	Fireman, UFD	3800	56	Fireman
Cooke, James	Fireman, UFD	3800	56	Fireman
Koenig, John	Fireman, UFD	3800	56	Fireman
Reich, William	Fireman, UFD	3800	56	Fireman

Proposed Allocation List for Existing Positions in

TRUCK COMPANY #2 - Safety - Fire

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Cappelli, Charles	Captain, UFD	4550	56	Fire Captain
Cheeks, Robert	Fireman, UFD	3800	56	Fireman
Kelder, Marinus	Fireman, UFD	3800	56	Fireman
O'Sullivan, James	Fireman, UFD	3800	56	Fireman
Schlicher, Walter	Fireman, UFD	3800	56	Fireman
Carrier, Francis	Fireman, UFD	3200	56	Fireman
- - - - -				
Duffy, Luke	Captain, UFD	4550	56	Fire Captain
Guider, Leo (On sick Leave)	Fireman, UFD	3800	56	Fireman
Ivacic, John	Fireman, UFD	3800	56	Fireman
Novile, Warren	Fireman, UFD	3800	56	Fireman
O'Brien, Joseph	Fireman, UFD	3800	56	Fireman
Walters, Franklin J.	Fireman, UFD	3200	56	Fireman
- - - - -				
Smith, Martin	Captain, UFD	4550	56	Fire Captain
Garbarini, Herbert	Fireman, UFD	3800	56	Fireman
McInerney, John	Fireman, UFD	3800	56	Fireman
Cassirer, Warren	Fireman, UFD	3800	56	Fireman
Del Guidice, Vincent	Fireman, UFD	3500	56	Fireman
Mintello, Mario	Fireman, UFD	3200	56	Fireman
- - - - -				

Proposed Allocation List for Existing Positions in

TRUCK COMPANY #3 - Safety - Fire

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Balletti, Arthur	Captain, UFD	4550	56	Fire Captain
Byrnes, Thomas	Fireman, UFD	3800	56	Fireman
Daseking, William	Fireman, UFD	3800	56	Fireman
Fleming, Philip	Fireman, UFD	3800	56	Fireman
Meehan, Walter	Fireman, UFD	3800	56	Fireman
Drumm, Charles	Fireman, UFD	3200	56	Fireman
- - - - -				
Koch, Walter	Captain, UFD	4550	56	Fire Captain
Coppinger, Richard	Fireman, UFD	3800	56	Fireman
Gallagher, Richard	Fireman, UFD	3800	56	Fireman
Goode, Martin	Fireman, UFD	3800	56	Fireman
Engelbrecht, Theodore	Fireman, UFD	3500	56	Fireman
Nisler, Thomas	Fireman, UFD	3200	56	Fireman
- - - - -				
Vacant	Captain, UFD	4550	—	Fire Captain
Farrell, Richard	Fireman, UFD	3800	56	Fireman
Hendrikes, William	Fireman, UFD	3800	56	Fireman
Ivacic, Michael	Fireman, UFD	3200	56	Fireman
Pean, Louis	Fireman, UFD	3800	56	Fireman
Smith, James	Fireman, UFD	3800	56	Fireman
- - - - -				

Proposed Allocation List for Existing Positions in

MEN ON EXTENDED LEAVE - Safety - Fire

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Rongo, Patrick (On sick leave)	Captain, UFD	4550	56	Fire Captain
Drews, George (Serving in the armed forces; never assigned to any company)	Fireman, UFD	3800	—	Fireman
Labook, Albert (Serving in the armed forces; never assigned to any company)	Fireman, UFD	3200	—	Fireman

- - - - -

Proposed Allocation List for Existing Positions in

POLICE AND FIRE SIGNALS - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Baumann, George	Superintendent Police and Fire Signals	5500	55	Superintendent of Fire and Police Signal Systems
Cloud, Herbert	Captain UFD	4550	48	Assistant Superintendent of Fire and Police Signal System
	- - - - -			
O'Neill, William E.	Repairman	3100	40	~~Police and~~ Fire and Police Signal Repairman
Mazzei, Michael	Electrical Maintenance Repairman	3200	40	~~Police and~~ Fire and Police Signal Repairman
Engelke, Richard R.	Maintenance Repair Electrician	2900	40	~~Police and~~ Fire and Police Signal Repairman
Nicastro, Philip	Electric Maintenance and Repairman	2600	40	~~Police and~~ Fire and Police Signal Repairman
	- - - - -			
Sweeten, Russell	Patfolmen8	3800	40	Supervising Traffic Signal Maintenanceman
Lorello, Fortunato	Traffic Maintenance man	2900	40	Laborer - Driver
Bencivenga, Frank	Laborer	2900	40	Traffic Signal Maintenanceman
LaBruno, Patrick	Traffic Maintenance-man	2600	40	Traffic Signal Maintenanceman
Mignoli, Victor	Laborer	2900	40	Traffic Signal Maintenanceman
	- - - - -			

Proposed Allocation List for Existing Positions in

SAFETY REPAIR SHOP - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Reilly, John A.	Foreman-Mechanic	3900	Not Reported	Supervising Motor Equipment ~~Maintenanceman~~ Repairman
Reich, William	Mechanic UFD	3100	Not Reported	Motor Equipment, Repairman ~~Maintenanceman~~
Lisa, Charles	Mechanic	3100	Not Reported	Motor Equipment, Repairman ~~Maintenanceman~~
Vecchio, Alphonse	Mechanic	3100	Not Reported	Motor Equipment, Repairman ~~Maintenanceman~~

- - - - -

Proposed Allocation List for Existing Positions in

BUILDING INSPECTION - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Caulfield, P.L.	Building Inspector	4500	42	Building Inspector
	(Note: Also paid $2300 as City Engineer; see Public Affairs)			
Stickel, Fred	Oil Burner Inspector	3300	33	Oil Burner Inspector

Proposed Allocation List for Existing Positions in

GARAGE - Safety

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Guglielmelli, Libero	Garage Attendant	2900	40	Garage Attendant
Raccuia, Anthony	Garage Attendant	2900	40	Garage Attendant
Schlereth, George	Garage Attendant	2900	40	Garage Attendant
Walker, George	Garage Attendant	2900	40	Garage Attendant
Branda, Anthony	Garage Attendant	1920	40	Garage Attendant

- - - - -

Proposed Allocation List for Existing Positions in

MUNICIPAL COURT - SAFETY

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Shea, Albert	Municipal Magistrate	4800	Not Reported	Municipal Magistrate
Kelly, Cornelius, Jr.	Court Clerk		Not Reported	Clerk, Municipal Court
Gagliastro, Joseph	Patrolman	3800	60	Deputy Clerk, Municipal Court
Dondero, Eugene	Violations Clerk	3000	Not Reported	Violations Clerk, Municipal Court
Vacant	Patrolman	3800	—	Patrolman

Proposed Allocation List for Existing Positions in

DEPARTMENT OF PUBLIC WORKS

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Borrone, Edward J.	Director of Public Works	4500	Not Reported	Director of Public Works
McGuire, Hugh	Deputy Director of Public Works	3800	Not Reported	Deputy Director of Public Works
- - - - -				
Haggerty, Gerald J.	Principal Clerk	3400	33	Principal Clerk
Long, John J.	Senior Clerk	2800	33	Senior Clerk
McLaughlin, Edna	Senior Clerk-Stenographer	2400	33	Senior Clerk-Stenographer
- - - - -				
Growney, Joseph F.	Public Works General Foreman	3960	42	Supervisor of Sewer Maintenance
Murtha, Michael	Public Works Foreman	3200	42	Sewer Maintenance Foreman
Drew, Frank B.	Equipment Operator	3000	41½	Motor Equipment Operator
~~Hull, Harry~~ This position remains there	~~Laborer-Driver~~	~~2900~~	~~39~~	~~Laborer-Driver~~
Brigge, Charles	Laborer-Driver	2900	39	Sewer Repairman
Kammerer, Edward J.	Laborer	2900	39	Sewer Repairman
Marnell, Frank A.	Laborer	2700	42	Sewer Repairman
Corwin, Frank	Laborer	2600	40	Sewer Repairman
Costella, Frank P.	Laborer	2600	39	Sewer Repairman
Meehan, William	Laborer	2400	40	Sewer Repairman
Pellegrino, Procaccino	Laborer	2400	39	Sewer Repairman
Shannon, James J.	Laborer	2400	39	Sewer Repairman

- - - - -

Proposed Allocation List for Existing Positions in

DEPARTMENT OF PUBLIC WORKS (continued)

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Damato, James	Laborer	2900	42	Sluice Gate Keeper
McGuire, John J.	Laborer	2600	42	Sluice Gate Keeper

- - - - -

Nashman, Theordore	Laborer	2900	48	Refuse Collection Inspector
Gilday, Joseph V.	Sanitary Inspector	2760	48	Refuse Collection Inspector

- - - - -

Bolton, Thomas P.	Laborer	2600	48	Watchman
Marotta, Anthony J.	Laborer	2600	39	Watchman

- - - - -

Proposed Allocation List for Existing Positions in

PARKS AND PUBLIC PROPERTY

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Grogan, John J.	Director	4500	Not Reported	Director of Parks and Public Property
Quinn, James F.	Deputy Director	3800	Not Reported	Deputy Director of Parks and Public property
- - - - -				
Wren, Thomas J.	Administrative Clerk	3300	33	Principal Clerk
DePinto, Corrado	Laborer	2500	39	Clerk and Park Laborer
Moller, George	Clerk	2000	39	Clerk-Typist
- - - - -				
Bailey, James A.	Superintendent	3300	39	Superintendent of Parks
- - - - -				
Caulfield, Joseph	Laborer	2500	39	Laborer-Driver
- - - - -				
Costello, Patrick	Laborer	2500	39	Park Laborer
Kerrigan, Frank	Laborer	2500	39	Park Laborer
Scilingo, Salvatore	Laborer	2500	39	Park Laborer
Taraboch, Dominick	Laborer	2500	39	Park Laborer
Traynor, Joseph	Laborer	2500	39	Park Laborer
- - - - -				
Clyons, James F.	Laborer	2500	39	Park Laborer
Lawler, William	Laborer	2500	39	Park Laborer
Policastro, Peter	Laborer	2500	39	Park Laborer
Rogers, Chester S.	Laborer	2500	39	Park Laborer
- - - - -				

Proposed Allocation List for Existing Positions in

PARKS AND PUBLIC PROPERTY (continued)

Name of Incumbent	Present Title	Present Pay	Reported Hours on Duty	Proposed Title
Maloney, William	Laborer	2500	39	Park Laborer
Mignoli, Frank	Laborer	2500	39	Park Laborer
Quinlan, William,Jr.	Laborer	2500	39	Park Laborer
Thill, Thomas A.	Laborer	2500	39	Park Laborer

DEFINITION OF CLASSES OF POSITIONS AS

PROPOSED FOR THE CITY SERVICE

Definitions of the Classes Occurring Only in the

DEPARTMENT OF PUBLIC AFFAIRS

MAYOR AND DIRECTOR OF PUBLIC AFFAIRS

Has charge of the operation of the Department of Public Affairs and in addition, presides over meetings and participates in the activities of the Board of Commissioners and acts as executive head of the City government; and does other work as required.

DEPUTY DIRECTOR OF PUBLIC AFFAIRS

Assists the Director of Public Affairs by interviewing callers, ascertaining their business, and, as far as possible, giving them the information and assistance they desire; and does other work as required.

SECRETARY TO DIRECTOR OF PUBLIC AFFAIRS

Assists the Director of Public Affairs by attending to the ordering, receiving, safeguarding, issuing, and recording of equipment, materials, and supplies, by giving information to callers so as to conserve the Director's time, and by collecting needed information; and does other work as required.

LICENSE INSPECTOR

Under the direction of the City Clerk, does varied field and office tasks involved in determining whether the persons applying for licenses of varied types are fit persons to have such licenses; and does other work as required.

CITY CLERK

Under the direction of the Director of Public Affairs, keeps and makes available for public inspection the official records of the City, attends meetings of the Board of Commissioners and keeps records of the proceedings and of the actions taken, and issues various licenses and collects the fees therefor; and does other work as required.

ASSISTANT CITY CLERK

Assists the City Clerk to supervise the work involved in keeping and making available for public inspection the official records of the City, in keeping records of the proceedings and actions of the Board of Commissioners, and in issuing licenses and collecting the fees therefor; and does other work as required.

CITY ATTORNEY

Under the direction of the Director of Public Affairs and the Board of Commissioners, has charge of the legal work of the City; and does other work as required.

ASSISTANT CITY ATTORNEY

Assists the City Attorney to direct and help carry on the legal work of the City; and does other work as required.

LEGAL ASSISTANT

Under the direction of the City Attorney and the Assistant City Attorney, represents the City in designated legal proceedings, prepares legal documents, gives legal advice and assistance to City officers, and assists with varied types of legal investigations and actions; and does other work as required.

LAW CLERK

Under the direction of the City Attorney and the Assistant City Attorney, helps to look up legal references and citations, prepares legal memorandums, makes out affidavits, serves subpoenas and other legal papers, and assists with other designated field and office tasks; and does other work as required.

LAW STENOGRAPHER

Under the direction of the City Attorney and the Assistant City Attorney, does the more difficult stenographic work of the office, prepares designated legal documents, answers inquiries made by callers, and helps to keep legal and other records; and does other work as required.

SUPERVISING ASSESSING CLERK

Under the direction of the Board of Assessors, directs and participates in the work involved in maintaining records of real and personal property and the assessment thereof for tax purposes and of supplying needed information to the assessors and to taxpayers and others; and does other work as required.

ASSESSING CLERK

Under the direction of the Supervising Assessing Clerk, does varied clerical work involved in maintaining records of the ownership, amount, and kinds of real and personal property and of the assessments and valuations thereof used for tax purposes; and does other work as required.

ASSESSOR

Does varied field and office tasks involved in making assessments of the real and personal property in a designated territorial area to be used in levying taxes, when necessary explains and defends the assessments made, and acts as a member of the Board of Assessors when Board actions are taken; and does other work as required.

CITY ENGINEER

Under the direction of the Board of Commissioner and Director of Public Affairs, directs and participates in the planning, inspection, and carrying on of building, street, water, sewer, and other construction and maintenance work undertaken by the City; and does other work as required.

ENGINEERING AID

Under the direction of the City Engineer, takes a leading part in the preparation of maps, sketches, and charts, helps to prepare plans and specifications for construction and repair work, makes inspections of buildings and of construction work, investigates complaints, and helps with varied types of clerical work; and does other work as required.

CITY HEALTH OFFICER

Under the direction of the Director of Public Affairs, in a part time capacity, plans and directs the public health program for the City of Hoboken, other than the public health nursing and child hygiene work, as expressed in laws, ordinances, and administrative directives; and does other work as required.

REGISTRAR OF VITAL STATISTICS

Under the direction of the City Health Officer, has charge of the work involved in keeping vital statistics records, and in issuing marriage licenses, in supplying inquirers with information contained in the records, and in collecting, recording, and accounting for fees; and does other work as required.

DEPUTY REGISTRAR OF VITAL STATISTICS

Assists the Registrar of Vital Statistics by doing varied assigned tasks involved in keeping vital statistics records, in issuing marriage licenses, in supplying inquirers with information contained in the records, and in collecting, recording, and accounting for fees; and does other work as required.

PLUMBING INSPECTOR

Under the direction of the City Health Officer, issues permits to contractors licensed to do plumbing work, inspects the work done by such contractors to assure compliance with legal requirements, investigates and reports on plumbing complaints, and keeps needed records; and does other work as required.

HEALTH INVESTIGATOR

Under the direction of the City Health Officer, does field tasks involved in determining whether children have been immunized and vaccinated and in checking cases of contagion, assists with clinic work, checks to determine whether dogs are properly licensed, and assists with the keeping of records; and does other work as required.

SUPERVISING SANITARIAN

Under the direction of the City Health Officer, has charge of a group of Sanitarians doing field and office work involved in the prevention and control of diseases caused by or due to milk, food, water, various types of waste, insect carriers, drainage, faulty housing, and other environmental factors; and does other work as required.

SANITARIAN

Under the direction of the Supervising Sanitarian, does varied field and office tasks involved in the prevention and control of diseases caused by or due to milk, food, water, various types of wastes, insect carriers, drainage, faulty housing, and other environmental factors; and does other work as required.

DOG WARDEN

Under the direction of the City Health Officer, does varied tasks involved in bringing about the licensing, impounding, and proper treatment of dogs; and does other work as required.

MEDICAL STENOGRAPHER

Under the direction of the Supervising Public Health Nurse, does the stenographic, typing, receptionist, and clerical work of the public health nursing unit; and does other work as required.

CLINIC PHYSICIAN

Under the direction of the Director of Public Affairs, has charge of the operation of the baby welfare station; and does other work as required.

SUPERVISING PUBLIC HEALTH NURSE

Under the direction of the Director of Public Affairs, has charge of the development and administration of the City's public health nursing program; and does other work as required.

PUBLIC HEALTH NURSE

Under the direction of the Supervising Public Health Nurse, does varied field and office tasks involved in ascertaining the health needs of individuals and families, in giving them needed nursing advice and assistance, and in keeping necessary records; and does other work as required.

CLINIC ATTENDANT

Under the direction of the Clinic Physician, assists in the operation of the baby welfare station by meeting visitors, answering their inquiries, preparing the quarters, getting babies ready for examinations, assisting the physician, and helping mothers and babies as may be necessary; and does other work as required.

DIRECTOR OF WELFARE

Under the direction of the Director of Public Affairs, has charge of the work involved in providing public assistance to those in need of and entitled thereto and keeping personal, family, and other records; and does other work as required.

WELFARE INTAKE WORKER AND RECEPTIONIST

Under the direction of the Director of Welfare, meets callers, ascertains and records the significant facts from those seeking public assistance, and handles varied types of clerical tasks, including the keeping of financial and family records; and does other work as required.

SOCIAL INVESTIGATOR

Under the direction of the Director of Welfare, does the field work needed to determine the kind and amount of public assistance which should be supplied to individuals and families asking for such assistance, and does rehabilitation and other work involved in making individuals self-supporting and in holding public assistance to a minimum; and does other work as required.

LIBRARIAN, FREE PUBLIC LIBRARY

Under the direction of the Director of Public Affairs, has charge of the operation of the Free Public Library; and does other work as required.

ASSISTANT LIBRARIAN? FREE PUBLIC LIBRARY

Assists the Librarian, Free Public Library to develop and administor the library program and has direct supervision of designated library activities; and does other work as required.

SUPERVISING LIBRARY ASSISTANT

Under the direction of the Assistant Librarian and the Librarian of the Free Public Library, supervises and assists with the circulation, reference, and children's work; and does other work as required.

LIBRARY ASSISTANT

Under the direction of a Supervising Library Assistant, does varied circulation, references and other tasks involved in making the book collection and other library facilities available for the use of the public; and does other work as required.

SUPERVISOR OF BUILDING MAINTENANCE

Under the direction of the Director of Public Affairs, has charge of the work involved in cleaning and maintaining the City Hall or some other group of buildings; and does other work as required.

SUPERVISING BUILDING SERVICE WORKER

Under the direction of the Supervisor of Building Maintenance, has charge of and works with a group of Building Service Workers engaged in keeping clean, orderly, and sanitary the offices and quarters in the City Hall; and does other work as required.

BUILDING MAINTENANCE HELPER

Assists the Building Maintenance Repairman by doing the simpler tasks involved in making building repairs and alterations; and does other work as required.

BUILDING MAINTENANCE REPAIRMAN

Under the direction of the Supervisor of Building Maintenance, does varied woodworking, painting, and/or other tasks involved in maintaining in good condition the City Hall, the Free Public Library, the garages, and other buildings used by the City; and does other work as required.

FIREMAN AND HELPER

Under the direction of the Supervisor of Building Maintenance or of the Librarian, during an assigned tour of duty, operates or helps to operate the heating plant in the City Hall or in the Free Public Library, makes minor repairs and adjustments thereto, and aids in keeping the premises clean, orderly, and sanitary; and does other work as required.

ELEVATOR OPERATOR

Under the direction of the Supervisor of Building Maintenance, during an assigned tour of duty, operates the elevator in the City Hall, gives information to inquirers, and assists with designated cleaning and maintenance tasks; and does other work as required.

DEFINITIONS OF THE CLASSES OCCURRING ONLY IN THE

DEPARTMENT OF REVENUE AND FINANCE

DIRECTOR OF REVENUE AND FINANCE

Has charge of the operation of the Department of Revenue and Finance and, in addition, attends meetings of and participates in the activities of the Board of Commissioners; and does other work as required.

DEPUTY DIRECTOR OF REVENUE AND FINANCE

Assists the Director of Revenue and Finance by interviewing and supplying information to designated callers, by collecting and analyzing needed information, and by handling other tasks as assigned from time to time; and does other work as required.

SECRETARY TO DIRECTOR OF REVENUE AND FINANCE

Assists the Director of Revenue and Finance by handling and supervising the clerical work of the Director's office, by interviewing callers, ascertaining their business, giving them desired information, and directing them to the proper officers and places, by collecting information needed in making decisions, by transmitting messages to operating officers, and by relieving the Director of varied types of detailed work; and does other work as required.

CITY AUDITOR AND COMPTROLIER

Under the direction of the Director of Revenue and Finance, does varied tasks involved in designing and checking the operation of the City's system of accounts and in passing upon payments for services and goods; and does other work as required.

CITY ACCOUNTANT AND ASSISTANT CITY TREASURER

Under the direction of the Director of Revenue and Finance has a principal part in determining, installing, and supervising the operation of the system of the City accounts, and in addition, has charge of the work involved in processing claims for payments for goods and services supplied the City; and does other work as required.

ASSISTANT TO COLLECTOR OF REVENUE

Under the direction of the Director of Revenue and Finance, supervises and participates in the work involved in collecting, recording, safeguarding, deposition, and accounting for real estate and personal taxes; and does other work as required.

COLLECTOR OF RENTS

Under the direction of the Director of Revenue and Finance, collects, records, safeguards, and accounts for rentals for property held by the City as the result of receiver and foreclosure proceedings; and does other work as required.

COLLECTOR OF DELINQUENT ACCOUNTS

Under the direction of the Director of Revenue and Finance, collects, records, safeguards, and accounts for delinquent personal property taxes and water rents in arrears; and does other work as required.

SUPERINTENDENT OF RECREATION

Under the direction of the Director of Revenue and Finance, has charge of the development and execution of the recreation program carried on by the City with the exception of the recreation activities of the Police Athletic League and the Board of Education; and does other work as required.

RECREATION CENTER SUPERVISOR

Under the direction of the Superintendent of Recreation, has charge of and participates in the recreation activities carried on from and in recreation center number two; and does other work as required.

RECREATION BUILDING AND EQUIPMENT REPAIR FOREMAN

Under the direction of the Superintendent of Recreation, has charge of and takes the lead in maintaining, servicing, and repairing the buildings and equipment used for recreation purposes; and does other work as required.

RECREATION CRAFTS LEADER AND FEMALE PLAYGROUND SUPERVISOR

Under the direction of the Superintendent of Recreation and/or other supervisory officer, during the winter season, takes the lead in interesting and instructing one or more groups of girls, on an extended scale, in sewing, embroidery, weaving, and other crafts and in the summer season supervises the activities of girls and women in one of the playgrounds; and does other work as required.

RECREATION CRAFTS LEADER

Under the direction of the Superintendent of Recreation and/or other supervisory officer, takes the lead during both the winter and the summer seasons in interesting and instructing groups of girls, on an extended scale, in sewing, embroidery, weaving, and other crafts; and does other work as required.

RECREATION CRAFTS LEADER AND TYPIST

Under the direction of the Superintendent of Recreation and/or other supervisory officer, takes the lead during both the winter and the summer seasons in interesting groups of girls, on an extended scale, in sewing, embroidery, weaving, and other crafts and, in addition, does varied typing, filing, and related clerical work; and does other work as required.

SUPERVISOR OF WOMEN'S AND GIRLS' RECREATION ACTIVITIES

Under the direction of the Superintendent of Recreation, has charge of and participates in the crafts, games, playground, and other recreation activities of girls and women; and does other work as required.

ART INSTRUCTOR

Under the direction of the Superintendent of Recreation and/or other supervisory officer, usually in a part time capacity, interests and instructs individuals and groups in painting, water color, drawing, and other types of art work; and does other work as required.

ARTS AND CRAFTS INSTRUCTOR

Under the direction of the Superintendent of Recreation and/or other supervisory officer, interests and instructs individuals and groups in varied types of art and crafts work; and does other work as required.

MUSICAL INSTRUMENTS INSTRUCTOR

Under the direction of the Superintendent of Recreation, in a part time capacity, takes the lead in interesting and instructing individuals and groups in the playing of varied types of musical instruments; and does other work as required.

BAND LEADER

Under the direction of the Superintendent of Recreation, in a part time capacity, takes the lead in organizing and rehearsing bands, and in arranging for and carrying on public performances; and does other work as required.

MUSIC INSTRUCTOR

Under the direction of the Superintendent of Recreation, takes the lead in interesting and instructing individuals and groups in the use of varied types of musical instruments, in singing, and in other types of musical performances; and does other work as required.

ATHLETIC GAMES INSTRUCTOR AND MALE PLAYGROUND SUPERVISOR

Under the direction of the Assistant Supervisor of Athletics and the Supervisor of Athletics, interests and instructs boys and men in basketball, football, touch ball, soccer, baseball, and other indoor and outdoor sports and, in the summer season, supervises the activities of boys and men at one of the playgrounds; and does other work as required.

BOXING INSTRUCTOR

Under the direction of the Supervisor of Athletics and the Superintendent of Recreation, takes the lead in interesting and instructing boys and men in boxing, wrestling, and related activities; and does other work as required.

ASSISTANT SUPERVISOR OF ATHLETICS

Assists the Supervisor of Athletics in organizing and instructing groups of boys and men interested in basketball, football, touch ball, baseball, soccer, boxing, and other indoor and outdoor games, in arranging schedules, and in seeing that competitive games are played in accordance with established rules and recognized sport standards and, in addition, acts as referee, umpire, and other games official, and does other work as required.

SUPERVISOR OF ATHLETICS

Under the direction of the Superintendent of Recreation, has charge of the work involved in organizing and instructing groups of boys and men interested in basketball, football, touch ball, baseball, soccer, boxing, and other indoor and outdoor games, in arranging schedules, and in seeing that competitive games are played in accordance with established rules and recognized sport standards, and, in addition, acts as referee, umpire, and other games official; and does other work as required.

PHYSICAL TRAINING INSTRUCTOR

Under the direction of the Superintendent of Recreation, takes the lead in organizing and instructing individuals and groups interested in physical activities involving the use of Indian Clubs, the parallel bars, and other types of gymnastic apparatus and in varied types of gymnasium exercises; and does other work as required.

WATCHMAN AND PLAYGROUND ATTENDANT

Under the direction of the Recreation Building and Equipment Repair Foreman, during an assigned tour of duty, sees that one or more designated playgrounds are protected from misuse and vandalism and are maintained in orderly condition and, when not so engaged, protects designated recreation property from trespass, fire theft, loss, or misuse; and does other work as required.

HEATING PLANT AND PLAYGROUND ATTENDANT

Under the direction of the Recreation Building and Equipment Repair Foreman, during an assigned tour of duty, has charge of the heating plant in a recreation building in the winter season and, in the summer season, sees that one or more designated playgrounds are protected from misuse and vandalism and is maintained in orderly condition; and does other work as required.

RECREATION CENTER CUSTODIAN AND PLAYGROUND ATTENDANT

Under the direction of the Recreation Building and Equipment Repair Foreman, during the winter season does varied tasks involved in helping to keep a recreation center clean, sanitary, and orderly and in the summer season sees that one or more playgrounds are protected from misuse and vandalism and is maintained in orderly condition; and does other work as required.

RECREATION BUILDING MAINTENANCE WORKER

Under the direction of the Recreation Building and Equipment Repair Foreman, principally during the hours the building is in use by boys and girls does varied light and heavy tasks involved in keeping a recreation building clean, orderly and sanitary, in moving equipment, and in making minor repair; and does other work as required.

CHILDREN'S PLAY LEADER

Under the direction of the Superintendent of Recreation, the Supervisor of Women's and Girls Recreation Activities and/or other supervisory officer, takes the lead in interesting and instructing boys and girls up to the age of twelve in jades, dominoes, slott, and other suitable play activities; and does other work as required.

ASSISTANT RECREATION CRAFTS LEADER AND FEMALE PLAYGROUND SUPERVISOR

Under the direction of the Superintendent of Recreation and/or other supervisory officer, during the winter season takes the lead in interesting and instructing one or more groups of girls, on a limited scale, in sewing, embroidery, weaving, or other crafts and in the summer season supervises the activities of girls and women in one of the playgrounds; and does other work as required.

STREET YARDMAN

Under the direction of Supervisor of Street Cleaning and Maintenance, does varied tasks involved in loading and unloading trucks conveying street maintenance equipment, materials, and supplies, in safeguarding such equipment, materials, and supplies, and in keeping the yard clean and orderly; and does other work as required.

STREET SWEEPER SUPPLYMAN AND CHECKER

Under the direction of the Supervisor of Street Maintenance and Cleaning, sees that needed equipment and supplies are in the hands of a designated group of Street Sweepers and checks to determine whether the members of the group are present at their posts and are doing assigned work in accordance with established standards; and does other work as required.

LABORER-DRIVER HELPER

Assists a Laborer-Driver operating a truck used in collecting street refuse by placing street sweepings and other materials in the truck elevator, by helping as many as may be necessary in dumping the truck, by assisting with the sweeping operations, and, on occasion, by driving the truck; and does other work as required.

STREET TRUCK SCHEDULER AND FOREMAN

Under the direction of the Supervisor of Street Maintenance and cleaning, prepares the schedules for the trucks used in removing street refuse, sees that they are properly serviced, repaired, stored, and used, directs the operations involved in getting them into operation at the beginning of the work day and returned to the garage at the end of the work day, and, when not so engaged, assists the Supervisor with the carrying on of street maintenance and cleaning operations; and does other work as required.

STREET CLEANING FOREMAN

Under the direction of the Supervisor of Street Maintenance and cleaning, has charge of and works with a group of Street Sweepers; and does other work as required.

STREET MAINTENANCE FOREMAN

Under the direction of the Supervisor of Street Maintenance and Cleaning, has charge of the crew engaged in doing street maintenance and repair work; and does other work as required.

STREET MAINTENANCEMAN

Under the direction of the Street Maintenance Foreman, does varied tasks involved in the repair and maintenance of streets; and does other work as required.

SUPERVISOR OF STREET REPAIR SHOP AND GARAGE

Under the direction of the Supervisor of Street Maintenance and Cleaning, has charge of the operation of the shop and garage in which the motor equipment used for street maintenance and cleaning purposes is stored, serviced, overhauled, and repaired; and does other work as required.

SUPERVISOR OF STREET MAINTENANCE AND CLEANING

Under the direction of the Director of Revenue and Finance, has charge of the maintenance and cleaning of City streets; and does other work as required.

WATER DISTRIBUTION LABORER

Under the direction of a Water Distribution Foreman, does varied manual tasks, mostly relatively simple, involved in installing and making repairs to water mains and pipes; and does other work as required.

WATER DISTRIBUTION REPAIRMAN

Under the direction of a Water Distribution Foreman, as a principal task, does the more difficult work involved in installing and making repairs to water mains and pipes, and, when not so engaged, assists with the simpler tasks; and does other work as required.

WATER DISTRIBUTION FOREMAN

Under the direction of the Supervisor of Water Distribution, supervises and works with a crew engaged in installing and making repairs to water mains and pipes; and does other work as required.

SUPERVISOR OF WATER DISTRIBUTION

Under the direction of the Director of Revenue and Finance, has charge of the work involved in maintaining and repairing the water distribution system; and does other work as required.

BOOKKEEPING MACHINE OPERATOR

Under the direction of the Assistant City Tax Collector and the City Tax Collector or of the Head Clerk in the water service system, operates a bookkeeping machine used in establishing and maintaining designated records of property or water tax collections and does related clerical work; and does other work as required.

HEAD CLERK

Under the direction of the Director of Revenue and Finance, supervises and assists with the clerical and related operations involved in operating the water system, making collections for water services, and keeping the necessary financial records; and does other work as required.

WATER METER READER

Under the direction of the Supervising Water Meter Repairman and Reader, reads water meters, records the readings, notes leaks and other defects, and reports readings and significant findings; and does other work as required.

WATER METER REPAIRMAN

Under the direction of the Supervisory water meter repairman and reader, tests, repairs, paints, inspects, and prepares to return to service various types of water meters; and does other work as required.

SUPERVISING WATER METER REPAIRMAN AND READER

Under the direction of the Director of Revenue and Finance, supervises and participates in the work involved in repairing and installing water meters and in making and recording the readings used to determine the amount of water rentals; and does other work as required.

PARKING METER SERVICER

Under the direction of the Supervising Parking Meter Servicer, installs, repairs, and adjusts parking meters and assists in making collections from installed meters and accounting for the moneys collected; and does other work as required.

SUPERVISING PARKING METER SERVICER

Under the direction of the Director of Revenue and Finance, supervises and participates in the work involved in installing, repairing, and adjusting parking meters and in making collections therefrom; and does other work as required.

ADDRESSOGRAPH AND GRAPHOTYPE OPERATOR

Under the direction of the Assistant to Collector of Revenue, the Head Clerk, and the City Accountant and Assistant City Treasurer, makes addressograph plates and from such plates prepares payrolls, water bills, tax lists, and other documents; and does other work as required.

STREET SWEEPER

Under the direction of a Street Cleaning Foreman and/or the Supervisor of Street Maintenance and Cleaning, does varied tasks involving in sweeping by hand a designated section of streets and alleys, in placing the refuse in places where it can be readily loaded on the truck, and in helping to keep the streets and alleys clear of snow; and does other work as required.

Definitionsof the Classes Occurring Only in the

DEPARTMENT OF PUBLIC SAFETY

DIRECTOR OF PUBLIC SAFETY

Has charge of the operation of the Department of Public Safety and, in addition, attends meetings of and participates in the activities of the Board of Commissioners; and does other work as required.

DEPUTY DIRECTOR OF PUBLIC SAFETY

Assists the Director of Public Safety by ascertaining and reporting the significant facts as to the operation and personnel of the police, fire, and other operating units of the Department, recommending needed actions, and seeing that administrative and other decisions are effectively and promptly effectuated; and does other work as required.

SECRETARY TO DIRECTOR OF PUBLIC SAFETY

Aids the Director of Public Safety by handling designated stenographic, typing, and clerical work and by interviewing callers, ascertaining their needs, supplying requested information, and directing them to proper persons and places; and does other work as required.

POLICE CHIEF

Under the direction of the Deputy Director of Public Safety and the Director of Public Safety, has charge of the operation of the police unit of the Department of Public Safety; and does other work as required.

POLICE CAPTAIN

Under the direction of the Police Chief, during an assigned tour of duty, has charge of the uniformed police force or of the criminal investigation unit; and does other work as required.

POLICE LIEUTENANT

Under the direction of a Police Captain, during an assigned tour of duty, assists with the direction and performance of patrol, first aid, life saving, traffic, radio, detective, and/or desk work; and does other work as required.

POLICE SERGEANT

Under the direction of a Police Lieutenant and a Police Captain, during an assigned tour of duty, either (a) supervises and assists Patrolmen in the field doing patrol, first aid, and other work on assigned beats, or (b) aids a Police Lieutenant by doing assigned desk work at headquarters, or (c) normally in plain clothes, assists in the investigation of crimes and in the detection and apprehension of criminals; and does other work as required.

PATROLMAN

Under the direction of a Police Sergeant, a Police Lieutenant, and/or a Police Captain, during an assigned tour of duty, either (a) patrols a post on foot, alone or with another police officer, or (b) patrols an assigned area in a radio - equipped automobile with another police officer, or (c) does assigned tasks in connection with the control and regulation of traffic, or (d) assists with the investigation of crimes and the apprehension of criminals, or (e) does door and other duties in connection with the security and care of prisoners, or (f) acts as court attendant; and does other work as required.

POLICE RADIO DISPATCHER

Under the direction of a Police Lieutenant or other supervisory officer, during an assigned tour of duty, receives messages from and transmits messages to the officers in radio - equipped police automobiles; and does other work as required.

POLICE TELEPHONE OPERATOR

Under the direction of a Police Lieutenant or other supervisory officer, during an assigned tour of duty, receives telephone calls at police headquarters, transmits telephone messages to police officers in the field, and supplies information over the telephone to inquirers; and does other work as required.

POLICEWOMAN

Under the direction of a Police Captain and/or the Police Chief, during an assigned tour of duty, does varied investigating, patrol, custodial and other police tasks in situations involving women and juveniles; and does other work as required.

POLICE MATRON

Under the direction of a Police Lieutenant and/or a Police Captain, in a part time capacity, has the custody of female prisoners and lost children and sees that, while they are in police custody, they are safeguarded, searched, fed, lodged, and taken to the proper place for finger printing, photographing, and court or other action; and does other work as required.

SUPERVISING POLICE IDENTIFICATION OFFICER

Under the direction of a Police Captain and the Police Chief, has charge of and participates in the fingerprinting, modus operandi, office photographic, clerical, and other work involved in the identification of persons when such identification is needed in carrying on police activities; and does other work as required.

POLICE PHOTOGRAPHER

Under the direction of a Police Lieutenant and/or a Police Captain, takes and develops photographs, mostly on the scene, of persons, places, and objects needed for police purposes; and does other work as required.

POLICE IDENTIFICATION OFFICER

Under the direction of the Supervising Police Identification Officer, assists with the fingerprinting, modus operandi, office photographic, filing, and other work involved in identifying persons when such identification is needed in carrying on police activities; and does other work as required.

POLICE ATHLETIC LEAGUE SUPERVISOR

Under the direction of the Police Chief, takes a leading part in developing the program of activities of the Police Athletic League and plans, supervises, and participates in the activities; and does other work as required.

POLICE ATHLETIC LEAGUE MAINTENANCEMAN

Under the direction of the Police Athletic League Supervisor, repairs, and maintains, stores, safeguards and makes available when needed, the equipment used in carrying on the activities of the League and assists in the fabrication of needed materials; and does other work as required.

POLICE ATHLETIC LEAGUE ASSISTANT

Assists the Police Athletic League Supervisor to develop the program of the League, to plan and carry on the activities, and to obtain needed supplies and equipment; and does other work as required.

SECRETARY TO POLICE CHIEF

Assists the Police Chief by doing assigned stenographic, typing, clerical, and receptionist work and by collecting needed information; and does other work as required.

FIRE CHIEF

Under the direction of the Director of Public Safety and the Deputy Director of Public Safety, has charge of the operation of the fire unit of the Department of Public Safety; and does other work as required.

DEPUTY FIRE CHIEF

Assists the Fire Chief by taking charge, during an assigned tour of duty, of the operation of the fire unit of the Department of Public Safety; and does other work as required.

FIRE CAPTAIN

Under the direction of one or more of the Deputy Fire Chiefs and of the Fire Chief, during an assigned tour of duty, has charge of a company operating and maintaining one or more pieces of fire fighting apparatus and appurtenances, of the fire inspection and related work done by the company, of rescuing persons in danger and providing first aid, and, while at the fire station, of maintaining the fire apparatus in good condition, of keeping the premises clean, neat, and sanitary, and of supplying proper information to inquirers; and does other work as required.

SUPERVISING FIRE PREVENTION INSPECTOR

Under the direction of the Fire Chief, has charge of and participates in the inspection and related work whose purpose is to discover and, as far as possible, eliminate fire hazards; and does other work as required.

FIRE PREVENTION INSPECTOR

Under the direction of the Fire Prevention Inspector, inspects buildings and premises to discover fire hazards and takes such steps as may be feasible to bring about remedial actions necessary and the observance of applicable laws and ordinances; and does other work as required.

FIRE DRILLMASTER

Under the direction of the Fire Chief, gives needed instruction to new members of the fire unit of the Department of Public Safety and refresher courses and drill practice to companies and individuals; and does other work as required.

FIRE APPARATUS DISPATCHER AND TELEPHONE OPERATOR

Under the direction of one or more Deputy Fire Chiefs and/or the Fire Chief, during an assigned tour of duty, receives and transmits information as to fires, fire conditions, and the whereabouts of fire apparatus and fire officers, makes necessary tests and inspections of communications equipment, and keeps needed records; and does other work as required.

SUPERVISING TRAFFIC SIGNAL MAINTENANCEMAN

Under the direction of the Superintendent of Fire and Police Signal System, supervises and assists with the work involved in installing, repairing, and maintaining traffic signals and workers; and does other work as required.

TRAFFIC SIGNAL MAINTENANCEMAN

Under the direction of the Supervising Traffic Signal Maintenanceman, does varied types of work involved in installing, repairing, and maintaining traffic signals and markers; and does other work as required.

FIRE AND POLICE SIGNAL REPAIRMAN

Under the direction of the Assistant Superintendent and the Superintendent of Fire and Police Signal System, does varied tasks involved in maintaining and extending the fire and police signal system, including underground, aerial, installation, and trouble shooting tasks; and does other work as required.

ASSISTANT SUPERINTENDENT OF FIRE AND POLICE SIGNAL SYSTEM

Assists the Superintendent of Fire and Police Signal System to direct the work involved in maintaining the fire and police signal system and in installing and maintaining traffic signals and markers; and does other work as required.

SUPERINTENDENT OF FIRE AND POLICE SIGNAL SYSTEM

Under the direction of the Director and the Deputy Director of Public Safety, has charge of the maintenance and extension of the fire and police signal system and of the installation and maintenance of traffic signals and markers; and does other work as required.

COMPLAINT CLERK, MUNICIPAL COURT

Under the direction of the Clerk of the Municipal Court, receives and records complaints, prepares necessary papers, and sees that they are called to the attention of court officers and others; and does other work as required.

DEPUTY CLERK, MUNICIPAL COURT

Assists the Clerk of the Municipal Court to direct and handle the work involved in keeping court records, scheduling court actions, and supplying information to lawyers, litigants, witnesses, and others; and does other work as required.

CLERK, MUNICIPAL COURT

Under the direction of the Magistrate of the Municipal Court, directs and assists with the keeping of the court records, the scheduling of court actions, and the supplying of information to lawyers, litigants, witnesses, and others; and does other work as required.

MAGISTRATE, MUNICIPAL COURT

Has charge of the operation of the Municipal Court, including the conduct of court proceedings, the keeping of court records, and the supplying of information to lawyers, litigants, witnesses, and others; and does other work as required.

CHAPLAIN

In a part time capacity, provides counsel and assistance in religious matters to members of the police or the fire unit of the Department of Public Safety; and does other work as required.

POLICE AND FIRE SURGEON

Under the direction of the Director of Public Safety, the Deputy Director of Public Safety, the Police Chief, and/or the Fire Chief, in a part time capacity and subject to call at all hours of the day, checks members of the police or fire force absent because of sickness, gives emergency treatment to those injured in the performance of duty; helps to make medical and physical examinations of those seeking appointment retirement from the police and fire forces, and keeps necessary records; and does other work as required.

TRANSPORTATION INSPECTOR

Under the direction of the Director and the Deputy Director of Public Safety, makes inspections of taxicabs and buses operating in the City of Hoboken to note deviations from legal requirements, takes actions needed to correct improper practices, investigates and as far as possible adjusts complaints, assists in determining the propriety of issuing licenses to applicants, and keeps necessary records; and does other work as required.

SUPERINTENDENT OF WEIGHTS AND MEASURES

Under the direction of the Director and the Deputy Director of Public Safety, makes inspections of weighing and measuring devices, tests their accuracy, and takes the steps necessary to bring about any remedial action found necessary; and does other work as required.

BUILDING INSPECTOR

Under the direction of the Director and the Deputy Director of Public Safety, in a part time capacity, makes inspections of new building construction and of building alteration work to assure compliance with the building code and zoning ordinances and of places of public assembly to assure adequate exit facilities, investigates and as far as possible adjusts complaints as to violations of the building code, and keeps necessary records; and does other work as required.

OIL BURNER INSPECTOR

Under the direction of the Director and the Deputy Director of Public Safety and of the City Engineers, makes inspections of oil burners in dwellings, business places, and other structures to assure observance of the building code, investigates and adjusts complaints, and keeps necessary records; and does other work as required.

SUPERVISING MOTOR EQUIPMENT REPAIRMAN

Under the direction of the Director of Public Safety, the Police Chief, and the Fire Chief, has charge of the work involved in maintaining, repairing, overhauling, and rebuilding police and fire motorized equipment; and does other work as required.

RECEPTIONIST AND INTERPRETER

Under the direction of the Director and the Deputy Director of Public Safety, receives callers, ascertains their business, gives them desired information, directs them to the proper persons and places, and, when necessary, serves as Italian interpreter for those unable to understand and speak English; and does other work as required.

FIREMAN

Under the direction of a Fire Captain, during an assigned tour of duty, assists with the operation and maintenance of one or more pieces of fire fighting equipment, with fire inspection and related operations, with the rescuing and first aid treatment of persons in danger or injured, with the salvage of property, and, while at company quarters, with the care of equipment, living quarters, and premises; and does other work as required.

Definitions of the Classes Occurring Only in the

DEPARTMENT OF PUBLIC WORKS

DIRECTOR OF PUBLIC WORKS

Has charge of the operation of the Department of Public Works and, in addition, attends meetings of and participates in the activities of the Board of Commissioners; and does other work as required.

DEPUTY DIRECTOR OF PUBLIC WORKS

Assists the Director of Public Works by interviewing and supplying information to designated callers, by collecting and analyzing needed information, and by handling other tasks as assigned from time to time; and does other work as required.

SEWER REPAIRMAN

Under the direction of the Sewer Maintenance Foreman and the Supervisor of Sewer Maintenance, does varied tasks involved in cleaning, flushing, repairing, building, and rebuilding sewers, sewer inlets, sewer basins, and sewer connections; and does other work as required.

MOTOR EQUIPMENT OPERATOR

Under the direction of the Supervisor of Sewer Maintenance and the Supervisor of Street Maintenance and Cleaning, operates varies types of motor equipment used in maintaining the sewer, water, and street system; and does other work as required.

SEWER MAINTENANCE FOREMAN

Under the direction of the Supervisor of Sewer Maintenance, supervises and works with a crew engaged in cleaning, flushing, repairing, building, and rebuilding sewers, sewer inlets, sewer basins, and sewer connections; and does other work as required.

SLUICE GATE KEEPER

Under the direction of the Supervisor of Sewer Maintenance, operates the sluice gates of the sewer system in such a manner and at such times as to permit, as far as possible, the free flow of sewage and to prevent the flooding of the sewers by river water; and does other work as required.

REFUSE COLLECTION INSPECTOR

Under the direction of the Director of Public Works, sees that the terms of the contract for garbage removal are carried out and investigates and, as far as possible, adjusts complaints made by householders and others; and does other work as required.

SUPERVISOR OF SEWER MAINTENANCE

Under the direction of the Director of Public Works, has charge of the operation and maintenance of the City sewer system; and does other work as required.

Definitions of the Classes of Positions Occurring only in the

DEPARTMENT OF PARKS AND PUBLIC PROPERTY

DIRECTOR OF PARKS AND PUBLIC PROPERTY

Has charge of the operation of the Department of Parks and Public Property and, in addition addition, attends meetings of and participates in the activities of the Board of Commissioners; and does other work as required.

DEPUTY DIRECTOR OF PARKS AND PUBLIC PROPERTY

Assists the Director of Parks and Public Property by interviewing and supplying information to designated callers, by collecting and analyzing needed information, and by handling other tasks as assigned from time to time; and does other work as required.

PARK LABORER

Under the direction of the Superintendent of Parks, does varied tasks involved in keeping one or more parks clean and attractive, in providing information and assistance to those who use the park, and in preventing damage, trespass, and disorder; and does other work as required.

SUPERINTENDENT OF PARKS

Under the direction of the Director of Parks and Public Property, has charge of the Maintenance of the City parks and of the work involved in keeping them clean, attractive, and orderly so they may be properly used by the public; and does other work as required.

CLERK AND PARK LABORER

Under the direction of the Deputy Director of Parks and Public Property and the Superintendent of Parks, does varied types of clerical work in the office and, when not so engaged, assists with the manual tasks involved in keeping the parks clean, attractive, and orderly; and does other work as required.

Definitions of the Classes Occurring in More

THAN ONE DEPARTMENT

CLERK

Under the direction of one or more supervisory officers, does varies clerical tasks of a simple, routine, repetitive nature which normally include some of considerable difficulty, or involve some contacts with the public, or both; and does other work as required.

SENIOR CLERK

Under the direction of one or more supervisory officers, does varied clerical tasks including a considerable proportion of a difficult character, or involving extensive contacts with the public, or both; and does other work as required.

PRINCIPAL CLERK

Under the direction of one or more supervisory or administrative officers, does varied non-supervisory clerical tasks including an unusually large proportion of a difficult character, or involving extensive and difficult contacts with the public, or both; and does other work as required.

CLERK - TYPIST

Under the direction of one or more supervisory officers, does varied typing and clerical tasks of a simple, routine, repetitive character which normally include some of considerable difficulty, or involve some contacts with the public, or both; and does other work as required.

SENIOR CLERK - TYPIST

Under the direction of one or more supervisory officers, does varied typing and clerical tasks including a considerable proportion of a difficult nature, or involving extensive contacts with the public, or both; and does other work as required.

CLERK - STENOGRAPHER

Under the direction of one or more supervisory officers, does varied stenographic, typing, and clerical tasks of a simple, routine, repetitive character which normally include some of considerable difficulty, or involve some contacts with the public, or both; and does other work as required.

SENIOR CLERK STENOGRAPHER

Under the direction of one or more supervisory officers, does varied stenographic, typing, and clerical tasks including a considerable proportion of a difficult character, or involving extensive contacts with the public, or both; and does other work as required.

PRINCIPAL CLERK - STENOGRAPHER

Under the direction of one or more supervisory or administrative officers, does varied stenographic, typing, and clerical tasks including an unusually large proportion of a difficult character, or involving extensive and difficult contacts with the public, or both; and does other work as required.

ACCOUNT CLERK

Under the direction of one or more supervisory officers does varied clerical tasks, mostly of a simple, routine, repetitive character but occasionally of considerable difficulty and invariably including a considerable proportion of tasks involving the keeping of financial or other records of a mathematical nature and sometimes the handling and safeguarding of money or other valuables; and does other work as required.

SENIOR ACCOUNT CLERK

Under the direction of one or more supervisory officers, does varied clerical tasks, including a considerable proportion of a difficult character and invariably involving the keeping of financial or other records of a mathematical nature and sometimes the handling and safeguarding of money or other valuables; and does other work as required.

PRINCIPAL ACCOUNT CLERK

Under the direction of one or more supervisory or administrative officers, does varied non-supervisory clerical tasks including an unusually large proportion of a difficult character and invariably involving the keeping of financial or other records of a mathematical nature and sometimes the handling and safeguarding of money or other valuables; and does other work as required.

BUILDING SERVICE WORKER

Under the direction of the Supervisory Building Service worker, the Supervisor of Building Maintenance, or other supervisory officer, does varied light tasks involved in keeping office and other quarters clean, orderly, and sanitary; and does other work as required.

BUILDING MAINTENANCE WORKER

Under the direction of the Supervisor of Building Maintenance, or other supervisory officer, does varied light and heavy tasks involved in keeping offices and other quarters, clean, orderly, and sanitary, in moving furniture, office equipment, and machines, and in making minor building repairs; and does other work as required.

GARAGE ATTENDANT

Under the direction of a supervisory officer, does varied tasks involved in servicing, storing, and making minor repairs to the automobiles and trucks brought to one of the City garages and in keeping the garage and the cars clean and orderly; and does other work as required.

LABORER - DRIVER

Under the direction of one or more supervisory officers, drives, services, and makes minor adjustments to and repairs of a truck used for collecting and removing street refuse, for conveying supplies, materials, and equipment, and/or for other purposes and, when not so engaged, helps to load and unload the truck and to do related tasks, and does other work as required.

MOTOR EQUIPMENT REPAIRMAN

Under the direction of the Supervisor of Street Repair Shop and Garage, the Supervisory Motor Equipment Repairman, and/or other supervisory officer, dismantles, overhauls, and rebuilds motors and other parts of automobiles, trucks, fire trucks and/or other motorized equipment, and makes major adjustments of and changes therein; and does other work as required.

WATCHMAN

Under the direction of a supervisory or administrative officer, during an assigned tour of duty, protects designated City buildings, grounds, and property from trespass, fire, theft, loss, or other damage or misuse and maintains orderly conditions within the designated area; and does other work as required.

To: The Board of Commissioners of The City of Hoboken

From: Chas. P. Messick and Associates

Subject: PROPOSED PERSONNEL REGULATIONS ON ATTENDANCE, HOURS, LEAVES, AND VACATIONS FOR MUNICIPAL OFFICERS AND EMPLOYEES

The foregoing personnel matters are dealth with in the statues for the state service in considerable detail. The provisions of the statutes relating to municipal employees extend to Local Authorities some discretion with respect to these matters that fix minimum standards for vacation and sick leaves. The laws relating to uniformed police and fire departments vests the authority to determine the length of leaves with some limiting exceptions in the Appointing Authorities. Leaves for veterans for training military service, to attend conventions and certain conferences are also prescribed by statute.

For the rank and file of local government employees the municipal authorities are authorized and directed to determine leaves, their extent and character for their respective municipal services. In practice, and in too many local governments, there is no official service-wide leave policy and these matters are often handled on a departmental or divisional basis which may vary as among the several departments and within departments.

It is generally, almost universally, recognized both in the public service and in private enterprise that workers of all groups and classes should have vacation leave and certain types of other leave with pay. A further conviction, which has been and is being translated into practice, is that all such workers should have some sick leave with pay if and when actually required and that a part or all of the annual leave for personnel illness should be accumulative against the time when some protracted illness or illnesses may strike workers of long service.

It is good business, aside from the social desirability, for a municipality to extend reasonable leave privileges including vacation, personal illness and for certain other valid reasons as a part of its general employment policy.

It is proposed that the Board of Commissioners establish definite hours of work, attendance and leave policies as a part of its program of improvement for the City service, that it be made to apply to all workers and employees of the City, that it be made the responsibility of the supervisory and directing officers and employees to see that the regulations dealing with these matters be observed and that, as is the case in a number of other municipalities and the state service, the present minimum provisions, which are liberal, be the basis of the leave policies. It is further proposed that the work week for all clerical and other office employees be fixed at forty hours.

Attached hereto are suggested regulations for implementing the general policies covering these matters when and as they may be adopted.

Suggested Personnel Regulations for the City of Hoboken

Regulation #1 - Hours of Work: The hours of duty for all full time officers and employees of the City except as may be otherwise provided by regulation, law or ordinance, shall be forty hours a week. The head of each department shall determine the hours of the day and the days of the week when each such employee shall be on duty. In fixing hours of duty, such heads of departments shall keep in mind that the five day week is to be observed unless the service of an individual employee or groups of employees are required at other times in order to carry on essential work in public interest. Any officer or employee whose required hours of duty are less than forty hours per week shall be considered a part time officer or employee and shall be paid the same fraction of his full time pay that his hours on duty in any such week are of forty hours or such others proportionate part of his pay as the Board of Commissioners may determine to be proper and equitable. Any officer or employee required by his authorized supervisor to be on duty more than forty hours in any work week with the exceptions hereinbefore stated shall be allowed compensatory time off, hour for hour, as soon as practicable. If, however, the work load or other conditions or circumstances are such that such compensatory time off cannot be allowed within ninety days, he shall be paid for such overtime at the regular rate ofpay attaching to his particular position or employment, provided, however, that in the case of any member of the uniformed police or fire forces, the period within which such compensatory time off may be granted shall be one year. In any case no cash payments for overtime shall be considered as accruing to the uniformed forces for any such overtime as may be required.

Regulation #2 - Attendance Report: The Director of Revenue and Finance

shall prepare or cause to be prepared forms on which the attendance of City officers and employees, other than the several Directors, and the members of the uniformed police and fire forces, shall be recorded. Before the beginning of any payroll period, a copy of the attendance report for that payroll period shall be placed in the possession of each supervisory officer and such supervisory officer shall record thereon, in the manner determined by the Director of Revenue and Finance, the number of hours each officer or employee is on duty each day, together with the number of hours he is absent from duty and the reasons for such absence. At the end of the payroll period the supervisory officer keeping the attendance records for his unit shall certify to its accuracy and completeness and deliver it to the head of his department, who, after satisfying himself as to its accuracy, shall certify that fact and deliver the attendance report to the Director of Revenue and Finance. The payrolls for the payroll period shall be based upon such certified attendance reports and no officer or employee other than the Director of the heads of the several departments and the members of the uniformed police and fire forces shall be paid until the appropriate certified attendance report is submitted to the Director of Revenue and Finance. The Directors of the several departments shall be paid the amounts prescribed by law and ordinance without any attendance report and the pay of members of the uniformed police and fire forces shall be based upon the records of attendance kept by the heads thereof for administrative purposes and certified to the Director of Revenue and Finance in a form satisfactory to him at the end of each payroll period.

Regulation #3 - Annual Leave with Pay: Any permanent officer or employee employed throughout the year, whether full time or part-time, shall be allowed annual leave with pay amounting to one working day for each full month of service from the date of regular appointment up to December 31 next following

the date of such appointment, twelve working days for each succeeding calendar year, or the appropriate fraction thereof, up to and including twenty years of service, and sixteen working days for each succeeding calendar year, or the appropriate fraction thereof, after twenty years of service. The total years of service shall include the actual period of service prior to the adoption of the Civil Service Act in 1946 and the period of service as a permanent officer or employee after that date. The annual leave with pay shall be taken at such time or times as the head of each department shall determine. If, in any calendar year, any officer or employee does not take the annual leave with pay, or any part thereof, because of the pressure of work or other reason beyond his control which the department head considers good, any such annual leave with pay or part thereof not taken during that calendar year may be granted and taken during the next succeeding calendar year but not thereafter.

Regulation #4 - Sick Leave with Pay: Any permanent officer or employee employed throughout the year, whether full time or part time, shall be allowed sick leave with pay amounting to one working day for each full month of service from the date of regular appointment up to December 31 next following the date of such appointment and fifteen working days for each succeeding calendar year or the appropriate fraction thereof. If any such officer or employee in any calendar year uses none or only a portion of the sick leave with pay to which he is entitled, the amount of such leave not taken shall be accumulated from year to year and he shall be entitled to take such accumulated leave when and if he needs it. Sick leave, for the purpose of this personnel regulation, is hereby defined to mean absence from duty because of personal illness such that the officer or employee is unable to perform his usual duties because of exposure to contagious disease, because of a short period of emergency

attendance upon a member of his immediate family who is critically ill and who require his presence, or becuase of a death in his immediate family. The term "member of immediate family" shall be interpreted as meaning father, mother, husband, wife, child, sister, brother, or other near relative. Sick leave shall not be interpreted as including an extended period of time if the officer or employee serves as nurse or housekeeper during the protracted illness of a member of the family. Sick leave for a period longer then three days or totaling more then ten days in one calendar year shall be granted only on the certificate of a physician employed by the City or a department thereof, or of a physician approved by the department; provided, that sick leave requested because of quarantine or exposure to contagious disease may be allowed on the certificate of the City Health Officer and, in case of death in the family, when and reasonable proof as the department head may require. The total years of service of an officer or employee after permanent employment shall, for sick leave purposes, be used in determining the amount of sick leave allowed in accordance with the personnel regulation.

Regulation #5 - Disability Leave with Pay: Any officer or employee who is necessarily absent from duty becuase of injury incurred in the performance of his duty or because of illness directly resulting from or arising out of his employment by the City may, on the authority of the department head, be granted disability leave during the period of disability but not exceeding one year, with full pay, with reduced pay, or with full pay for a designated period and with reduced pay thereafter; provided, that in case the injury or disability is of such a nature as would entitle a person subject to the workmen's compensation laws to disability compensation, then the amounts which would be paid in compliance with the terms of such laws shall be paid the injured or disabled City officer or employee; and provided further, that no such disability payments shall be made unless department funds are available therefor.

Regulation #6 - Military Leave with Pay: Any City officer or employee who is a member of the National Guard, of the naval militia, or of the military or naval forces of the United States in time of war including the Korean emergency and is required to undergo field training or service in the armed forces, shall be granted military leave with pay for the period of such field training; provided, that such military leave with pay shall be in addition to the annual leave with pay.

Regulation #7 - Jury Leave with Pay: Any City officer or employee who serves on any jury shall be granted jury leave with pay during the period he is necessarily absent from his regular City duties; provided, that such jury leave with pay shall be in addition to the annual leave with pay.

Regulation #8 - Leave of Absence without Pay: Any permanent employee holding a position in the service of the City who is physically or mentally incapacitated to perform his duties, or who desire to engage in a course of study which will probably increase his usefulness on his return to the City service, or who for any reason which is considered good by the department head may, in the discretion of the department head, be granted leave of absence without pay for a period of six months which six months period may, in the descretion of such department head, be renewed for an additional six months. Any further leave beyond a total period of one year may be granted only with the approval of the State Department of Civil Service.

Any employee asking for special leave without pay shall submit this request in writing stating the reasons why, in his opinion, the request should be granted, the date when he desires the leave to begin and the probable date of his return to duty. For each separate case for such special leave except

such leaves as are provided under the statutes, the department head shall at the time such leave without pay is granted, and subject to the approval of the State Department of Civil Service, determine whether the officer or employee granted leave without pay shall be restored to his position on his return from such leave or whether his name shall be placed on the appropriate re-employment list.

To: The Board of Commissioners of the City of Hoboken.

From: Chas. P. Messick & Associates.

Subject: The Ordinance Establishing Classification and Pay Plans.

The establishment of Classification and Pay Plans or indeed any important municipal action in New Jersey is accomplished by the enactment of a local law or ordinance.

When the decisions have been made as to the classes of positions to be recognized, the titles to be given such classes, allocations of the individual positions to their appropriate classes, and the rates of pay to be prescribed for the several classes, then - and not until then - the final form of a suitable ordinance can be determined. In succeeding pages the character, form, and content of an effective adopting ordinance for a classification and/or pay plan such as has been prepared for the City is discussed and a suggested form of ordinance which would seem to be adequate for the purpose intended is attached. It is not likely that the draft ordinance includes all of the decisions that the Board of Commissioners will want to make. It does, however, call attention to the several basic matters that should be covered and indicates one method which has been found to be satisfactory in other jurisdictions. In the preparation of a serviceable ordinance there are certain principles which should be observed. They are: 1. The legal requirements and limitations should be observed. It

should take due cognizance of the state laws, charter provisions, and pertinent court decisions. 2. It should provide the operating officers with the procedures to be followed in classification and pay operations with which they have to deal in their day to day work. 3. The ordinance, if it is to be useful and possible of observance, must take cognizance of the fact that the city service does not remain fixed but is continually changing. This means, of course, that the classification and pay plans must be changed as conditions require otherwise they cease to reflect conditions as they actually exist in the service. 4. The ordinance should provide for all of the fundamental classification and pay operations. 5. The wording of the ordinance should be clear and unmistakeable so that it may be understood by all officials and employees who may have a part in its application and observance in matters of classification and pay transactions, and 6. While the ordinance should be complete, it should be as brief as clarity and completeness will permit.

In explanation of the application of these principles the following comments may be helpful:

1. The Divided Authority Respecting Classification and Pay: The State Civil Service law and laws relating to municipalities and municipal offices prescribe the offices and positions which are in the unclassified service, and the titles under which such officers and employees may be appointed. The State Department of Civil Service, while not directly concerned with the unclassified service must, in its routine administrative procedures, determine whether the limiting legal prescriptions have been observed and that the appointments as made are in fact in the unclassified service and not subject to the statute as it relates to the classified service.

With respect to the classified service, which constitutes all but a very small percentage of the total number of municipal employees, the State Department of Civil Service has final authority as to classes to be recognized and established, the titles to be given such classes, and the allocation of the individual positions to their appropriate classes. As indicated elsewhere, practically all of the classification proposals in the tentative classification plan already submitted have been informally discussed with the proper officers of the State Department and they have indicated general approval of the proposed classes, titles, and allocations and their willingness to have the Board of City Commissioners submit formally, on the forms provided by the State Department, the Board's considered and official conclusions with respect to the classes, titles, and allocations for both the classified and unclassified offices and positions which it desires to have recognized and approved. As stated in other memoranda reports submitted to the Board, it is the responsibility of the local legislative body to fix the pay, as a flat rate, or on a graduated scale for each class of positions established except in the few instances where the pay may be fixed by statute but it is the responsibility of the State Department to " suggest standards of salaries or wages to be paid officers and employees in the classified service of the several counties, municipalities, and s chool districts operating under this subtitle " (The Civil Service Law) R.S. 11: 24-1. When a scale of pay has been established by the Board of City Commissioners for any class in the classified service, the State Department must require observance of such scales of pay and the regulations set up for governing their application so that equity shall be observed as among employees in such class or classes.

2. The Order of Classification and Pay Operations: The statute establishing the joint authority of the State Department and municipal

authorities determines almost automatically the order of operations in preparing and adopting a classification and pay ordinance. Obviously classification matters should be settled and disposed of ahead of pay matters. Classes of positions must be legally established before pay rates and pay scales can be established for such classes. The order of procedure should be or is about as follows:

(a) The Board of Commissioners should consider the classification plan worked out by the survey staff in collaboration with the several Directors and their assistants and make such modifications or changes therein as seem to it to be desirable and proper. In particular, it, acting as a body, must determine officially the classes of positions to br recognized, the titles to be given to each class, and the allocations of the individual positions to their appropriate classes.

(b) The Board must then transmit to the State Department of Civil Service its proposals as to classes, titles and allocations for each and all positions on the forms provided by the State Department for that purpose.

(c) The Board or its designated representative or representatives must then sit with the representatives of the State Department for the purposes of answering questions, making explanations, and giving such other information as may be required for the purpose of reaching mutually satisfactory decisions on the proposals made by the survey staff as modified and amended by the Board of City Commissioners.

(d) When the State Department has made its decisions for the classified services and required changes, if any, have been considered and accepted by the Board and it has made its own decisions for the

positions in the unclassified service, and not until then, the classification and pay ordinance can be drafted for the consideration of and a doption by the Board.

3. Classification Factors Covered in the Draft: In order to make the classification and pay ordinance better serve the classification purposes for which it is intended, the following factors are provided for in the draft:

(a) The classes of positions to be recognized, identified by title, are appended to the ordinance. This procedure may be followed abd by so doing high publication costs can be avoided. In addition, it seems desirable to handle the matter in this way so that the ordinance may be more readily usable by the operating officers.

(b) The definitions of the classes, in terms of the duties, responsibilities, and organization relationships of the positions allocated to the several classes are so worded as to indicate with considerable exactness the standards observed in allocating positions to and excluding positions from the classes. The class definitions average about four or five typewritten lines in length. They are too voluminous to be included in the ordinance. The generally accepted plan, used elsewhere, of reference to a labeled and dated document filed with the City Clerk is used.

(c) The allocations of the individual positions to their appropriate classes; indicating these allocations takes considerable space; therefore, in the draft, the device of reference to an identifying document filed with the City Clerk is used.

(d) Making future changes in classes, titles, definitions, and allocations: just as the City service does not remain static but changes in significant respects from week to week, and even from day to day, the classifi-

cation plan must also be changed if it is to be a useful and usable personnel tool. Therefore, the administrative and legal means of making changes in the original classification plan, as adopted, are provided in the draft.

(e) The class specifications and their use: In carrying on effective recruiting operations, the recruiting officers need detailed specifications for any class for which recruiting is done. Such class specifications, however, do not determine the duties and responsibilities of the positions classified; that is the province of the administrative, not the personnel, officer. In emphasizing this point the civil service states in its rules that " the specifications are descriptive only and are not restrictive " (Rule 13 (a)). Since there are no complete and current specifications for many classes in the City service, the use of the class specifications, as far as they exist, is made permissive and not mandatory in the draft ordinance.

4. Pay Points Covered: Any useful and usable pay plan must establish a flat rate or a graduated scale of pay for each and every class of positions recognized. Since it is not a part of the commitment of the survey staff to propose new pay schedules, the draft ordinance carries existing rates and scales of pay as far as they are known and applicable. Attention is called to the fact that there are a number of proposed new classes for which no rate or scale of pay has yet been established. In addition, a number of the proposed classes are substantially different from existing classes and the Board of City Commissioners should give consideration to these cases. Where there is so far as is known to the survey staff no adopted rate or scale of pay, the word " NONE" is used in the draft; where there is uncertainty as to the applicability of some existing rate or scale of pay, a question mark is appended. It need hardly be said that all questions of applicability should be resolved

and that proper rates or scales of pay should be determined where none now exist.

5. Indication of Unclassified, Labor, Non-competetive, and Competetive Positions and Classes: In the existing ordinance each class is labeled as unclassified (U), exempt (E), labor (L), non-competitive (NC), or competitive (C), depending principally upon the method of recruiting used or probably to be used when a vacant position allocated to the class is to be filled. It seems, on the whole, desirable and useful to continue such designations.

6. Including All Classes in One Ordinance: At present the classes and titles are covered in a number of ordinances; in particular there is one for the police positions, another for the fire positions, another for the bulk of remaining positions, and still others for other groups. So many ordinances relating to the same subject is confusing. In the draft ordinance attempt has been made to have only one all inclusive classification and pay ordinance.

7. Order of the Class Listings: In the existing ordinances, two plans of listing the classes are used. Police and fire classes are generally listed by rank and by types of work. In the ordinance including most of the other classes, titles are listed, in the main, alphabetically. It is believed that the first method is the more useful for most persons and purposes. The alphabetical listing makes for easy reference when the exact class title is known but it does not show class and organization relationships and makes reference difficult when the exact class title is not known. In the draft ordinance the classes are listed first by department and then, as far as possible, in organization or schematic order within the department. If any class occurs in more than one department, that fact is indicated by an asterisk preceding the class title.

In other respects the draft is based largely upon the existing classification and pay ordinances, with some additions used in Jersey City to give effect to the classification plan developed and adopted by the State Department of Civil Service.

RECEIVED
MAY 6 - 1952
CITY CLERK'S OFFICE
Hoboken, N. J.

CITY CLERK'S
OFFICE
HOBOKEN
NEW JERSEY