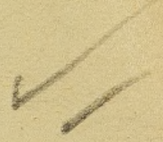


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Opportunities for Women  
IN THE  
Federal Service



ISSUED BY

Civil Service Reform Department

OF THE

General Federation of Women's Clubs



COMPILED BY

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## "The Best Shall Serve the State."

Women who inform themselves on the opportunities for employment offered in the Civil Service of our Federal, State, County and Town governments can the more readily suggest lines of preparation for the sons and daughters who are preparing for life's work in the schools and universities of our country.

It is hoped that the information and suggestions contained in this pamphlet will serve to some extent to direct attention to our CIVIL SERVICE, and its increasing need for honorable and efficient employees in administration of our public business.

Through the press we are told again and again that had the "common people" of Europe known and understood what had been going on in government and diplomatic circles there would have been no European war.

The purpose of the Civil Service Reform Department is to confirm and strengthen public opinion in the belief that Civil Service Reform is a moral and financial aid to the solution of many problems of public service; to secure the enactment and enforcement of state-wide and national laws regulating all appointments to and retention in the Civil Service.

The Civil Service Reform Department desires, during the coming year, to concentrate its efforts mainly upon state, county and municipal institutions. At the same time it hopes to work in conjunction with the National Civil Service Reform League and associations throughout the country as far as conditions render it expedient.

In addition to this pamphlet on "Opportunities in the Federal Service," each State Chairman of Civil Service has been asked to make a survey of her state and report the number and kind of positions open to women in the civil service of her state, and its counties and towns.

Civil Service Employees who transact the business and perform the work of our Federal Government alone outnumber the Standing Army almost 5 to 1.

The 2,000,000 women of our Federation can do much to reduce the high cost of living by urging a nation-wide campaign for the application of business methods in the employment of this **Army of Peace**. Civil Service Reform Laws seek to enforce justice and business methods.

New York (1883), Massachusetts (1884), Wisconsin (1905), New Jersey (1908), Illinois (1911), Colorado (1912), California (1913), Ohio (1913), Connecticut (1913), are the only states with state wide civil service laws.

Two hundred and fifty cities have civil service laws.

## Opportunities for Women in the Federal Service

Prepared by the Civil Service Commission, Washington, D. C.

The distinction of instituting the employment of women in the service of the United States Government belongs to Gen. Francis E. Spinner, who was Treasurer of the United States from 1861 to 1875. General Spinner successfully urged the employment of women in the Treasury Department, and from that beginning the practice has grown rapidly. It seems strange to us at this day that the passage of any law should be considered necessary to permit the appointment of women to positions in the Government service, yet it is a fact that the Revised Statutes of the United States contain a provision, which became effective on July 12, 1870, reading as follows:

"Women may, in the discretion of the head of any department, be appointed to any of the clerkships therein authorized by law, upon the same requisites and conditions, and with the same compensation, as are prescribed for men."

Until the passage of the civil-service law, in 1883, requiring appointments to be made from among those graded highest as the result of open competitive examinations, appointments were made on favor, usually as a reward for political service. After the civil-service law opened Government positions to competition based on demonstrated fitness, a steadily increasing number of women were appointed. The increase in the appointments of women under the operation of the civil-service law is clearly shown in the appointments of stenographers, typewriters, and clerks in the departments at Washington. In 1894 women were given about 14 per cent of such appoint-

ments; in 1904, about 21 per cent, and in 1914, about 25 per cent. The widening of the field of governmental activities in recent years has also had the effect of increasing the number of women appointees, many positions having been added to the Government pay-roll which women are peculiarly fitted to fill. The establishment of the Children's Bureau, for example, resulted in appointments of many women trained in sociological and statistical work.

The figures compiled by the Civil Service Commission of the number examined during the fiscal year 1914 and the number appointed that year show that the number of men appointed was 19.2 per cent of the number of that sex examined, while the number of women appointed was 21.9 per cent of the number examined. Of course a very much larger number of males than females took the examinations.

Separate examinations are not held for each department, as some suppose, but the examinations are designed to test qualifications required in positions common to all departments, and registers of eligibles are kept according to the kind of examination passed. Of course, a department often has a position requiring qualifications different from those required in any position in the other departments, as for example, the Office of Indian Affairs is the only one which employs teachers.

There are many different kinds of positions in the Government service to which women are appointed. Opportunities for appointment are better for those who have acquired some special knowledge or skill than for those who have only the general qualifications obtained through the ordinary scholastic training. For instance, one who is able to pass the stenographer and typewriter examination will have better prospects of securing an appointment than one who passes the clerk examination. The reason is that there is more demand for those having the additional qualification of stenography and typewriting than for clerks without such ability. There are many more applicants, and consequently greater competition, for the ordinary clerical positions than for those in which some special skill, education, training, or experience is necessary.

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About the first of January and July of each year the Commission publishes a Manual of Examinations containing a list of the examinations to be held in the spring and fall, and the places and dates of holding them. The Manual also contains descriptions of the examinations and much other information for those desiring to enter the Government service. A copy is mailed free to those requesting it.

There are a large number of minor positions in the Bureau of Engraving and Printing and the Government Printing Office which are filled by women. The examination for these positions is that known as female skilled laborer. It consists of a very simple educational test combined with a rating on physical ability. Work in these positions is most exacting, and only those who are physically robust should apply. The examination is held only at Washington, usually about once a year. Applications are received at all times for this examination, and when a date for the examination is decided upon those who have applications on file are notified.

Under the Civil Service law, appointments to positions in the departments at Washington are required to be apportioned among the States, Territories, and the District of Columbia, according to population, as nearly as the conditions of good administration will permit. While for various reasons it is practically impossible to maintain the appointments exactly in proportion to the population of the respective States, this provision of the law is so administered as to make the distribution follow as closely as possible the population of the different States. In general, those States and Territories most remote from the seat of government are in arrears of their share, because they fail more frequently than the nearby States to furnish eligibles through the examinations.

For appointment in the departments at Washington some of the examinations which offer opportunities for women are those for clerk, stenographer and typewriter, library assistant, press feeder, scientific assistant in the Department of Agriculture, statistical clerk, and telephone operator. A considerable number of female stenographers

and typewriters are appointed annually. Library cataloguers and press feeders of experience are also in demand to some extent. The scientific assistant examination for the Department of Agriculture offers opportunities to a few women who have pursued college courses in agricultural lines and can pass one or more of the optional subjects given. There is a demand for experienced statistical clerks, but in order to qualify for this position applicants must have had experience of such a nature that they are able to outline statistical tables from a submitted schedule and perform statistical computations. Experience in stenography, typewriting and the operating of computing machines is desirable, although not necessary.

For women who have ability to teach and who are willing to work among the Indians, there are opportunities in the Indian Service as teachers, matrons, and trained nurses. While the salaries of these positions are not high, the cost of living is relatively low, and in most cases quarters are provided, and the employees at the large Indian schools have a "mess" which brings the cost of board down to a moderate sum.

The examination for field clerk in the Forest and Reclamation Services offers some opportunity for women in the far Western States. Many women are also appointed to clerical positions in other field services, including internal revenue offices, custom houses, post offices, and other Federal establishments throughout the country. In filling these local positions preference is given to those examined at or in the vicinity of the place of employment. For convenience of administration of the civil service law in the field services the Commission has divided the country into twelve civil service districts, with headquarters in a large city in each district, in charge of a district secretary. Information and application forms for the field service examinations are distributed from the district offices.

Since the positions of fourth-class postmaster were brought into the competitive class, many women have successfully competed and received appointments as postmasters. Examinations for these positions are held, of

course, at some place convenient to applicants residing in the town where the postoffice is located.

In taking an examination for a position in the Federal service it is well to remember that the examination is strictly competitive, and it is not alone necessary to pass the examination, but to attain the highest rating possible. The Commission has no discretion in the matter of certification for filling a vacancy—the highest three eligibles on the appropriate register must be certified, and the head of the department must select for appointment one of the three certified, unless, of course, he is able to show that for some valid reason an eligible is unfit to be appointed to the service. It is not within the province of an appointing officer to return to the Commission the names of the three highest eligibles and ask for the next three, and so on down to a favored one. That is an imaginative story that has gone the rounds. So, if you take a civil service examination, try to do your best, as you must be among the first three before you can be certified.

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Permission has been given to C. S. Dept., G. F. W. C. to print above article for use of General Federation of Women's Clubs.

There is no provision, up to the present date (Oct. 1915) for the employment of women as immigrant inspectors.

Latest available Government statistics give the number of female employees in Executive Civil Service in the District of Columbia 7,358, at salaries ranging from less than \$720.00 to \$2,500.00 and over.

Number of female employees in Executive Civil Service elsewhere than in the District of Columbia, 6,463, at salaries ranging from less than \$720.00 to \$2,500.00 and over.

It is impossible for the United States Civil Service Commission, with the limited printing funds at their disposal, to furnish Manuals of Examination, except in cases where there is every reason to believe that they will be of absolute service.

The Commission have most courteously authorized the statement that they will, upon request, furnish a Manual of Examination (copies of which are printed about July first and January first, each year) to each State president and State chairman of C. S. R. committees, and to all intending applicants.

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The Manual of Examinations contains information necessary for guidance of applicants, and among other things, distinctly states that: "The commission has no connection with any civil service school or institute doing business by correspondence or otherwise, and has no information to furnish in regard to such schools. Representatives of schools are not permitted to inspect the examination papers of competitors. Authentic information in regard to examinations may be obtained only from the commission, and without cost. The commission is in no way responsible for any statement contained in the advertisements of schools."

"The classified service is so great in extent and the positions represent so wide a variety of qualifications that one of the most difficult problems of the commission is to reach at the proper time those persons who are best qualified to fill the various kinds of positions. Moreover, it is a part of the duty of the commission to inform persons seeking employment in the public service of the means whereby they may become eligible for such employment. When the service was smaller it was possible to cover in a semi-annual publication nearly all of the examinations likely to be held during a period of six months, to describe the scope and character of such examinations, and to give a schedule of the dates and places of holding them. Now, however, in addition to the semi-annual edition of the Manual of Examinations, there are published separate pamphlets of instruc-

tions for each of the 12 civil service districts covering the general examinations for the field services, besides pamphlets of instructions to \* \* \* fourth-class postmasters, \* \* \* and numerous other announcements, including hundreds of special announcements of examinations for all sorts of positions, the need for which examinations could not be anticipated at the time of the publication of the Manual of Examinations."

Headquarters for each of the 12 civil service districts are as follows: First district, headquarters, Boston, Mass.; Second district, New York, New York; Third district, Philadelphia, Pa.; Fourth district, Washington, D. C.; Fifth district, Atlanta, Georgia; Sixth district, Cincinnati, Ohio; Seventh district, Chicago, Ills.; Eighth district, St. Paul, Minn.; Ninth district, St. Louis, Mo.; Tenth district, New Orleans, La.; Eleventh district, Seattle, Wash.; Twelfth district, San Francisco, Cal.

Address the secretary of the board of examiners at headquarters of civil service district in which employment is desired. For information in regard to examinations for filling vacancies in field service positions such as (a) Positions in classified post offices (except that of rural carrier) customs districts, internal revenue districts, Subtreasury Service, Mint and Assay Service, Navy Yard Service, and Custodian Service. (b) Minor positions in such services as Forest, Immigration, Indian, Light-house, Public Health, Steam-boat Inspection, Engineer and Ordnance departments-at-large, the Weather Bureau, and Bureau of Animal Industry, Mines and Standards. (p. 39, 1914 Manual.)

Acknowledgment is hereby made of obligation to the United States Civil Service Commission for liberal use of their Manual of July, 1915, and of their Thirtieth Report. Quotation marks are not always used because the text is abbreviated or changed for lack of space.

#### A FEW FACTS WORTHY OF ATTENTION.

Approximately 475,000 persons employed in the Civil Service of the Federal government.

Aggregate salary estimated to be \$400,000,000 annually.

Approximately 425,000 additional persons employed in the Civil Service of cities, counties and states within the boundaries of the United States.

Aggregate salary estimated at \$300,000,000 annually.

Total of approximately 900,000 Civil Service Employees with aggregate salary of \$700,000,000.

United States Army is limited by law to 100,000 men. Appropriation 1914-15, \$94,229,047.

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#### CONDITIONS OF EMPLOYMENT AND EXPENDITURE.

"By far the greater part of this enormous salary fund and this army of public employees is still in politics, unprotected by civil service rules or law, and is used to build up a great political machine. \* \* \* Where we ought to have the best experts obtainable, we find unfit persons spending much of their time in politics \* \* \* We see, for example, a position dealing with engineering problems filled by an ex-bartender, with only a grammar school education, whose only engineering experience is engineering the campaign of a mayor who appointed him. The result of all this is such inefficient and even total absence of enforcement of beneficial laws, that the public is robbed of the protection relating to pure food, milk supply, tenement and lodging houses, fire prevention, safety in factories and theaters and the like, or of the benefits that would come from good management of water supplies, building and repair of public roads and streets, and the operation of the rapidly growing number of public activities of various sorts. The waste of the pub-

lic money by inefficiency \* \* \* But what appeals to us with even far greater force is the loss to the people at large and especially to the poorer classes, who are unable to protect themselves."—Excerpts from address of President R. H. Dana at annual meeting of National Civil Service Reform League, Chicago, December, 1914, published in Good Government, January, 1915.

For individual or Public Library use the following publications will be found useful to those who wish to have up-to-date information on civil service matters:

The Chief (weekly), No. 5 Beekman St., New York City.  
The Civil Service News (weekly), 623 Reaper Block,  
105 N. Clark St., Chicago, Ill.

The Postal Record, Washington, D. C.

Good Government Magazine (official organ of the National C. S. R. League), 79 Walls St., New York City.

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