

late Peter V. R. Schuyler, Jr., Executive Director of the Welfare Federation. This committee was charged with the responsibility of securing an Executive Director for the Corporation. In September of 1964, the committee was expanded to include newly-elected members of the Board of Trustees. Dean Heckel, President Pro-Tem of UCC at that time, gave any interested board member the opportunity to join the committee. This portion of the task of the committee was accomplished on November 2, 1964, with the Board's approval of Cyril D. Tyson as Executive Director, effective January 1, 1965.

At the meeting of the Board of Trustees on December 21, 1964, the President of UCC appointed a permanent Personnel Committee, of which Walter Chambers of the New Jersey Bell Telephone Co. was named Chairman and Peter Schuyler was named Co-Chairman.

At this same meeting the Board of Trustees unanimously adopted a recommendation on the hiring of top staff of the UCC as presented by the Personnel Committee—this resolution stated:

"The Personnel Committee will select the member, in concert with Mr. Tyson, who will be satisfactory for top staff. However, the choice among the Personnel Committee's approved candidates will be Mr. Tyson's."

A Resolution on Philosophy of Employment Practices and Purchasing was also adopted on December 21, 1964. This resolution stated in part that: "... wherever possible, preference will be given to residents of Newark in the hiring of personnel for the United Community Corporation".

Utilizing these two resolutions as its directives, the Personnel Committee proceeded with its immediate objective of recruitment and selection of top staff members and establishment of personnel practices and policies. The Committee was divided into three sub-committees—Personnel Practices, Job Descriptions and Specification, and Screening and Selection. These sub-committees were appointed in January of 1965.

The Sub-Committee on Personnel Practices, under the chairmanship of James Pawley, Executive Director of the Urban League of Essex County, drafted the manual on personnel practices which covers such areas as working hours, salary administration, vacation and leave policy, health and welfare benefits and other matters of concern to staff members of the UCC. An Employee Handbook, setting forth these policies was adopted by the Board of Trustees at its meeting of July 15, 1965. (Ex. # 4).

The sub-committee on Job Descriptions and Specifications, under the chairmanship of Ralph Geller, District Supervisor, New Jersey State Employment Service, drafted the jobs summary and prerequisites for the various top staff positions in the UCC which established the guidelines utilized for the evaluation of job candidates.

The sub-committee on Screening and Selection, under the chairmanship of Francis Quillan, Senior Vice President, Prudential Insurance Company, has screened and interviewed candidates for the department head positions in UCC and recommended qualified candidates to the Executive Director to make the final selection from such recommendations, according to the procedure approved by the Board of Trustees. The sub-committee on Screening and Selection has always been guided by the resolution stating, "Wherever possible preference will be given to Newark residents in the hiring of personnel." Its major responsibility however, has been to find the most qualified people available for the top staff positions in the United Community Corporation.

The Personnel Committee has carried out its objectives efficiently and expeditiously. It has recruited a staff of the best people available to launch Newark's War on Poverty; it has facilitated the administration of personnel practices through the Employee Handbook and Job Descriptions and Specifications; and has recommended sound personnel practices and procedures which have been adopted by the Board in administering the internal personnel affairs of the UCC.

A copy of the Employee Handbook was made available to the Committee, and as heretofore indicated, was attached to the Committee Report as Exhibit #4. In addition, a copy of the Job Summaries prepared by the Personnel Committee was made available to the Committee, but not attached to its report. A copy of these summaries is incorporated in the appendix as Exhibit XIV. To further facilitate comprehension of UCC Personnel Practices a statement of hiring procedures was prepared by the Personnel Department, under the guidance of the Personnel Committee, and is incorporated in the appendix as Exhibit XV.