

ing of the full Personnel Committee the following reports of progress were received:

Personnel Practices.—This Subcommittee is compiling the material to be included in the manual. Expects to complete the job by February 15.

Job Descriptions and Specifications.—Subcommittee has drafted the descriptions and specifications for the positions of Associate Director, Comptroller, Personnel Director, Legal Counsel, Employment Training Director and Community Action Director. These are the top staff positions included in the Revised Operating Budget.

Screening and Selection.—Subcommittee established the procedure by which applications will be received and processed. First, information on all job openings will be made available to the public through all possible sources. Secondly, applications will be received and screened by the Executive Director. The applications of qualified candidates will be reviewed by the Subcommittee which will select those persons to be invited for an interview. All members of the Personnel Committee may participate in the interview sessions. Members of the Board of Trustees will also be invited to attend as observers. Following the interviews the list of approved candidates will be submitted to the Executive Director who will make the final selection.

Throughout its deliberations the Subcommittee on Screening and Selection and the entire Personnel Committee will be guided by the resolution adopted by the Board on December 21, 1964 which stated in part, "wherever possible preference will be given to residents of Newark in the hiring of personnel for the United Community Corporation."

After the immediate objective of the selection of top staff has been achieved the Personnel Committee will continue to work with these staffers in the establishment and implementation of the personnel practices and policy of the Corporation.

Respectfully submitted.

WALTER D. CHAMBERS,
Chairman.
PETER V. R. SCHUYLER, Jr.,
Cochairman.

UNITED COMMUNITY CORP., PERSONNEL COMMITTEE, SUBCOMMITTEE ASSIGNMENTS,
JANUARY 28, 1965

1. PERSONNEL PRACTICES

James Pawley, Chairman; George Richardson; Samuel Warrence.

2. JOB DESCRIPTIONS AND SPECIFICATIONS

Ralph Geller, Chairman; Dr. Edward Kennelly; Kenneth Gibson; Abe Sudran; Rev. Earl Huff; Fred Ewing.

3. SELECTION

Francis Quillan, Chairman; William Payne; Mrs. Ceil Arons; Irving Rosenberg; James Brown; Duke Moore, Sr.; Rev. John Green.

APPENDIX XIII

MEMORANDUM, MARCH 22, 1965

To: Cyril D. Tyson, Executive Director, United Community Corporation.
From: Walter D. Chambers, Chairman, Personnel Committee.
Subject: Recommendations for Position of Comptroller.

On March 19, 1965 the Subcommittee on Screening and Selection interviewed four candidates for the position of Comptroller in the United Community Corporation. One other person was not contacted for an interview since he lives in Indianapolis, Indiana.