

3648 ECONOMIC OPPORTUNITY ACT AMENDMENTS OF 1967

Based on this interview session and the application submitted by each applicant the Subcommittee unanimously recommends the following two men listed below as being acceptable for appointment to the position of Comptroller:

Fleming Jones, Jr., 811 South 13th Street, Newark, New Jersey.
Howard J. Bitz, 61 Hicks Street, Valley Stream, Long Island, New York.

Additional information on Mr. Jones not included on his application is the fact that he has been assigned by the City of Newark to set up accounting procedures for the Neighborhood Youth Corps under Dr. Flagg. He is also a member of the Public Accountant's Association of New Jersey and the National Public Accountant's Association.

I am returning their applications and resumes in the folder which you forwarded to the Subcommittee. The other applications are also returned.

There was one other candidate for the Comptroller's position who impressed the members of the Subcommittee with his background and experience. This man told us that he prefers a more general administrative position than that of Comptroller. It was the consensus of the Subcommittee that he might be considered for some other administrative job. This candidate is: Raymond E. Rath, 145 Charlotte Terrace, Roselle Park, New Jersey.

We also interviewed three applicants for the position of Personnel Director—not one of these applicants was acceptable or available. However, two of the candidates might be considered for other staff positions.

At the beginning of his interview Melvin L. Berger, 13 Sunset Avenue, Bayonne, admitted that he was not qualified for the job of Personnel Director but would be interested in a lesser position. Members of the Subcommittee were impressed with his honesty and qualifications.

George B. Warren, Jr., 16 Nishuane Road, Montclair, New Jersey, was most impressive but will not be available for employment until July 1, 1965, because of a present commitment. Mr. Warren might be considered for an opening at that time.

Not having had any success in getting a Personnel Director from the first three interviews it is obvious that we need to secure more applicants. On this point of recruitment, it was the consensus of the Subcommittee on Screening and Selection that we need to get more applicants for each position, especially from residents of Newark.

Interviewing will continue on March 23 for the positions of Employment Director and Education Director. Other recommendations will be forwarded to you as soon as possible.

WALTER D. CHAMBERS.

APPENDIX XIV

UNITED COMMUNITY CORP., NEWARK, N.J., JOB SUMMARIES

1. *Executive Director*: Responsible for all agency activities, personnel and fiscal control.
2. *Associate Director*: Assists the Executive Director in all agency operations with primary responsibility for administrative functions.
3. *Personnel Director*: Under the supervision of the Executive Director is responsible for the hiring of personnel and related functions.
4. *Comptroller*: Under the supervision of the Executive Director is responsible for the fiscal management of the agency and all other related functions.
5. *Community Action Director*: Under the supervision of the Associate Director is responsible for the formation of Area Boards and the development of Community Action Programs.
6. *Education Director*: Under the general supervision of the Associate Director is responsible for the administration of all programs and personnel involving community education.