

3650 ECONOMIC OPPORTUNITY ACT AMENDMENTS OF 1967

26. *Office Clerks*: Under the direct supervision of the Office Manager performs all functions as directed and needed such as internal mail delivery, running of office duplicating machines, special errands into the community etc.

27. *Clerk-Typist (Bi-lingual)*: Under the supervision of the Spanish speaking Community Organizers performs all typing tasks required. Types from Spanish to English and vice versa.

APPENDIX XV

UNITED COMMUNITY CORP., NEWARK, N.J., HIRING PROCEDURES

I. GENERAL POLICY

Applications for open positions will be received by the Agency at its offices, 124 Branford Place, Newark, New Jersey, through the Personnel Department. All candidates will be considered on the basis of qualifications to perform the work and without regard to race, creed, color, national origin, sex or age. Preference will be given to qualified applicants who reside in the City of Newark. In addition consideration will be given those qualified applicants who are unemployed or underemployed.

II. DEPARTMENT HEAD POSITIONS

(a) The Personnel Director will upon request furnish all applications for Department Head positions to the Personnel Committee of the Board of Trustees. After screening the Personnel Committee will interview the basically qualified candidates to determine suitability to meet the requirements of the vacant position.

(b) The Personnel Committee will refer the applications of one or more of the candidates it deems qualified to the Executive Director with recommendations. The Executive Director may select one of the candidates for assignment to the position. If none are selected he may request the Personnel Committee to furnish him with a new list for consideration.

III. OTHER VACANCIES

(a) All applications will be filed with the Personnel Director.

(b) Where possible and practical all candidates will be interviewed and tested.

(c) The applications of those candidates who meet the minimum requirements for a given vacancy will be referred to the manager of the department in which that vacancy exists with recommendations from the Personnel Director.

(d) The department manager will interview the qualified applicants.

(e) After consultation with the Personnel Director and/or Executive Director a selection will be made by the department head.

(f) If a selection is not made from the referred candidates further screening, interviews and tests will be conducted in order to furnish a new list of candidates for the department manager's consideration.

APPENDIX XVI

UNITED COMMUNITY CORP., PERSONNEL ROSTER

1. James Andrew Alexander, Newark, New Jersey; Community Researcher, Area III; Administrative Classification. Salary: \$5,225.

2. Mrs. Jessie Mae Alexander, Newark, New Jersey; Receptionist-Typist, Area III; Clerical Classification. Salary: \$4,000.

3. James Henry Blair, Montclair, New Jersey; Community Action Director; Executive Classification. Salary: \$12,000.

4. Joseph Anthony Belfumo, Newark, New Jersey; Arts and Culture Consultant; Professional Classification. Salary: \$25.00 per day, two days per week.

5. Mrs. Anne Calloway, Newark, New Jersey; Clerk Typist; Clerical Classification. Salary: \$3,800.

6. Mrs. June Childs, Newark, New Jersey; Steno-Secretary; Administrative Classification. Salary: \$5,000.

7. William Daniels, Newark, New Jersey; Community Worker, Area I; Administrative Classification. Salary: \$5,800.