PERSONNEL CLASSIFICATION BOARD FORM NO. 14—FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. Lt. 1381 Sheet No. 1(b)-19

Space reserved for the use of the Board

1. Conary Elmer E
(Surname) (Given name) (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Deer Island Thorofare Light Station
(b) Subdivision First District.
(c) City or town Stonington. State Maine.

6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation $1320-1620
9. Present gross rate of pay $ Max.
10. Deduction for allowances $ 240
11. Net rate paid in cash $ 1440.

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:
☒ House ☐ Room { ☐ Furnished ☐ Heat ☒ Fuel ☐ Uniform Meals per day: ☐ 1 ☐ 2 ☐ 3
☒ Unfurnished ☒ Light ☐ Laundry ☐ Subsistence or rations in kind

13. Describe any other allowance, privilege, or perquisite of value None

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost Uniform; its cost depending upon quality of material selected by employee—estimate $40 per annum.

15. (a) Regular hours of work: From Not fixed m. to m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer Irregular Winter Irregular (c) If not a full time and all-the-year-round position, state number of hours per day ;
number of days per { week / month / year } (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty Subject to duty at all hours night or day.

16. (a) Rate of pay for overtime None (b) Amount of overtime pay in last 12 months None.

17. (a) Does the employee in any way direct or supervise other employees? No (b) If so, in what way? (See Form 16 before answering)

(c) How many?

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.
None

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
Personal inspection by representatives of district headquarters, and instructions orally or by mail from time to time.

20. What is the name, official position, and sheet number of the employee's immediate superior?
C. F. Shubael, Superintendent Lighthouses, Boat No. None.

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

Elementary								High				Normal				College				Postgraduate or professional				
1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe):

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
Seven & one half years service in the Lighthouse Service.

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23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that require most of your time. Explain occasional duties last. In the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time	
Aver.time 2 hours daily.	I light the lamp at sunset and put it out at sunrise 365 days a year with the exception of 30 days shore liberty when some other man relieves me. I trim my lamps and take care of the tower such as cleaning brass, lens, windows and floors.
2½ hours daily.	The fog signal I keep wound up and the machinery in good running order at all times, to be started in case of thick weather day or night.
3 hours daily.	There are eight buildings on the Island which I have to take care of to paint and be kept clean outside and in. The light tower being attached to the dwelling house I whitewash outside and paint inside yearly. Also whitewash cellar and clean out cisterns yearly. Grounds to keep in good order by mowing and keeping picked up. Doing any little repair jobs on buildings which do not require a carpenter.
Aver.1½ hours daily.	Going ashore for mail and supplies daily when weather permits. I have the whole care and responsibility of the station.
1 hr.daily.	I also keep a journal of the work done on station daily, report of weather, a record of absences and fog signal report. A monthly report of station and fog signal report. At the end of fiscal year I send in to the Superintendent, a requisition of articles needed for the following year, also keep one at station At the beginning of fiscal year I make out two annual reports of all articles on station, send in one and keep one.
Av. 2 hrs. daily.	Once year I wheel up from the shore my supply of coal and put in bins. All through the year I pick up drift wood, saw and split it for fuel to help out with the coal.

24. I hereby certify that the foregoing was composed by me after reading P. C. B. Form No. 15, and that it is a true statement of my duties.

(Sgd) Elmer E.Conary
(Signature of Employee)

25. TO THE PREPARING OFFICER: Write your own description of the employee's work. If in describing the work of the position you would cover the same subject matter and use the same language and expressions, indicate your concurrence in the employee's statement and utilize the rest of the space below by giving further and broader information regarding the position, such as the kind and degree of responsibility involved, the ultimate purpose of the work, its place in your organization, its working conditions, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 16.

I concur in the above.

26. How long have the employee's duties been substantially as described above? Since. June 2, 1923.

27. I hereby certify that to the best of my knowledge and belief the statements made by me on both sides of this sheet are accurate and complete.

SEP 25 1928, 1928 (Date)
JAMES C. WOOLLEY (Signature of Preparing Officer)
Chief Clerk. (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked _____. In my judgment the compensation of this position should be in a range from $1320 to $1620.

SEP 27 1928, 1928 (Date)
C. E. SHERMAN (Signature of head of field office or station)
Supt. of Lights (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked _____. In my judgment the compensation of this position should be in a range from $1320 to $1620

OCT 22 1928, 1928 (Date)
H. B. ROWERMAN (Signature of head of bureau or his representative)
Acting Commissioner of Lights (Title)

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