

March 22, 1963

MEMORANDUM

To: Mr. Harry Pollack  
Director, Office of Personnel

From: Manuel F. Cohen, Commissioner

Re: Mollie B. Zion

This is with further reference to our telephone conversation. At the outset, I should reiterate the view I expressed to you that the secretaries to the Commissioners should be increased in grade. I think each of the Commissioners has been very active in the last two years and has placed on his secretary demands which, I think it is fair to say, exceed those which had been heretofore made on Commissioners secretaries. I realize that such a project may require some careful planning. Accordingly, I am directing myself to a more immediate matter.

I recommend Mollie for a "quality increase". A Commissioner's job in the last two years has been hectic and the demands on him are increasing. This has reflected itself in what is required of his secretary. Apart from the usual run of matters, Mollie is also in charge of what is probably the second largest library in the Commission--a library which contains many items not available elsewhere but which have been made available to everyone in the Commission (including the library) who had some use for these materials.

I should also point out that as a result of the Special Study, the establishment and indexing of many special files and a filing system for the numerous drafts, redrafts and other materials was required. These documents will undoubtedly be important for many years to come in Commission consideration of the recommendations made and to be made by the Study. Mollie has devised a system to keep records and copies of all these things in a way which will make convenient reference possible in the future.

I think the foregoing is sufficient to warrant a quality increase and, therefore, I have not dealt with other matters I know you are aware of. However, if you require further justification, please let me know.