

CITY OF NEW YORK.  
CIVIL SERVICE ADVISORY AND EXAMINING BOARDS.

Secretary's Office, 23 ~~East Twentieth~~ Street,  
NEW CRIMINAL COURT BLDG.

New York, Jan. 12th, 1895.

Hon. William L. Strong,

Mayor.

Dear Sir:-

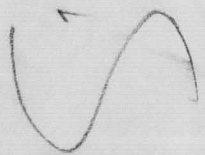
I have the honor to state that I have sent an application blank for the position of Inspector of Lamps and Gas to Mr. John T. Maher, with instructions as to filling the same and filing it in this office preliminary to examination.

I return Mr. Maher's letter for the files of your office.

Very Respectfully Yours,

*L. Phillips*

Secretary & Executive Officer.



Jan 12

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CITY OF NEW YORK.  
CIVIL SERVICE ADVISORY AND EXAMINING BOARDS.

Secretary's Office, 23 ~~East~~ ~~Third~~ Street,  
NEW CRIMINAL COURT BLDG.

New York, Jan. 14th, 1895.

Hon. William L. Strong,  
Mayor.

Dear Sir:-

At a meeting of the Civil Service Supervisory Board held January 10th, 1895, the following Resolution was adopted:

RESOLVED: That in compliance with the request of the Board of Health dated January 10th, 1895, this Board recommend to the Mayor that Subdivision I of Class 2 of the classification of positions in the Health Department be amended by adding thereto the positions "Assistant Bacteriologist; Assistant Pathologist."

I have the honor to request your approval of the foregoing Resolution.

Very respectfully yours,

*Lee Phillips*

Secretary & Executive Officer.

CITY OF NEW YORK.  
CIVIL SERVICE ADVISORY AND EXAMINING BOARDS.

Secretary's Office, 23 ~~East Twentieth~~ Street,  
NEW CRIMINAL COURT BLDG.

New York, Jan. 14th, 1895.

Hon. William L. Strong,  
Mayor.

Dear Sir:-

At a meeting of the Civil Service Supervisory Board held January 10th, 1895, the following Resolution was adopted:

RESOLVED: That the request of the Board of Police under date of January 4, 1895, for the classification of the position of Stenographer to Commissioner in Schedule A, on the ground that the duties of said position are strictly confidential in their nature, be granted, and this Board respectfully recommends to the Mayor that the classification of positions in the Police Department be amended by adding to Subdivision II of Class 1 the position "Stenographer to Commissioner."

I have the honor to request your approval of the foregoing Resolution.

Very respectfully yours,

*Lee Phillips*

Secretary & Executive Officer.

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NEW YORK CITY CIVIL SERVICE BOARDS.

SUPERVISORY BOARD.  
JAMES THOMSON,  
CHAIRMAN.  
LEMUEL SKIDMORE.  
DANIEL P. HAYS.  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER

COOPER UNION.  
NEW CRIMINAL COURT BLD'G.

NEW YORK, Jan. 28th, 1895

Hon. William L. Strong,

Mayor.

Dear Sir:-

In compliance with your direction, I have the honor to report the facts in relation to the complaint of George H. Dyer addressed to you under date of January 21st, as follows:

An examination of candidates for the position of Deputy Tax Commissioner was held on July 28th, 1892, as stated by Mr. Dyer, at which 16 applicants, including Mr. Dyer, competed. Of these, 8 passed the examination successfully and 8 failed to pass, Mr. Dyer being one of the latter.

Under Civil Service Regulation 8, in positions requiring technical knowledge, no person may be found eligible who obtains a rating in technical knowledge of less than 60. This position fell under that rule, technical knowledge of a high order being required concerning the values of real estate in this city and the best methods of ascertaining such values, for the purposes of assessment and taxation.

Mr. Dyer states that he was informed by me that he had obtained a "general rating" of 71.52%. We have never used the term "general rating" to indicate anything in relation to our examinations, but Mr. Dyer was told when he inquired, that the average

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of his marks on all the subjects except technical knowledge, was 71.52, the papers on technical knowledge not then having been rated. By reference to the records I find his ratings on the several subjects other than technical knowledge as follows:

Hand-writing	98
Arithmetic	27.14
City Information	91.
Spelling	98.
Experience	57.50

and these multiplied by their several weights give a total of 71.52 which Mr. Dyer refers to as his "general rating". But under Rule 8 above mentioned, a candidate might obtain 100 in all other subjects and still would fail if he fell below 60 on the practical paper. Mr. Dyer's technical paper was liberally marked at 57.50.

Under Civil Service Regulation 38, President Barker of the Department of Taxes & Assessments was called upon as an expert to furnish for the use of the Examiners correct answers to the questions touching the duties of the position, which he did, and this was his only connection with the matter.

Mr. Dyer's papers were all rated fairly and justly and with regard to their merits alone. He and two of the other unsuccessful candidates appealed to the Supervisory Board, then composed of Mr. James Thomson, Mr. William Hildreth Field and Mr. Henry Marquand, and after a thorough examination of all the papers and full consideration given, the appeals were dismissed, the resolution in Dyer's case adopted November 1st, 1892, being as follows:

"RESOLVED: That this Board see no reason for revising  
 "the marking or grading on the papers of George H. Dyer  
 "upon his application and examination for the position of  
 "Deputy Tax Commissioner, nor for ordering a new examination  
 "or otherwise acting in the premises and that this Board de-  
 "cline so to do."

Regarding the statement attributed to me by Mr. Dyer  
 to the effect that Mr. Beardsley and I had first rated the papers  
 "high", thereby crediting Dyer with having successfully passed the  
 examination etc., I can only say that there is absolutely no foun-  
 dation for such an allegation. I made no such remarks. There  
 was but one rating of Mr. Dyer's papers, high or low, and that was  
 made upon the merits and without prejudice.

At a meeting of the Supervisory Board held June 29th,  
 1893, the following letter from the President of the Tax Depart-  
 ment was read:

"Department of Taxes & Assessments, Tryon Row,  
 New York, June 27th 1893.

"To the Supervisory Board of Civil Service Commissioners:

Gentlemen:-

Inasmuch as the Department of Taxes and  
 Assessments is in want of the services of additional Deputy Tax  
 Commissioners, we beg to call your attention to the Civil Service  
 Regulations whereby the Deputy Tax Commissioners receiving a salary  
 of \$3,000. or more are exempt from examination, and those receiving



less than the amount named, are subject to examination.

The discrimination seems to be unreasonable, and we respectfully request that you will give this matter your consideration with the view that the classification may be amended so that all the Deputy Tax Commissioners should be classified within Schedule A and exempt from examination.

We beg to remind you that by ordinance of the Common Council of December 31st, 1891, all Deputy Tax Commissioners appointed after that date are called upon to furnish to the city a bond of \$10,000 each for the faithful discharge of their duty.

Very respectfully,

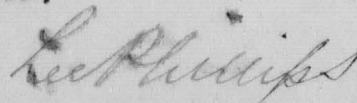
(Signed) E.P. Barker,

President."

After due consideration of the request contained in the foregoing letter, the Supervisory Board decided to recommend the desired amendment to the Mayor, and this was done. The Mayor thereupon amended the classification accordingly and appointments to the said position have since been made without Civil Service examination.

I believe the foregoing covers every statement of Mr. Dyer's letter relating to the administration of this office. I return his letter herewith and have the honor to remain,

Very respectfully yours,



Secretary & Executive Officer.



SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS.

COOPER UNION.

NEW CRIMINAL COURT BLDG.

NEW YORK, February 11th, 1895.

Hon. William L. Strong,

Mayor.

Dear Sir:-

At a meeting of the New York City Civil Service Supervisory Board held February 11th, 1895, the following Resolution was adopted:

RESOLVED: That this Board recommend to the Mayor that the 6th paragraph of Civil Service Regulation 3 be amended so as to read as follows:

"In addition to the Board of Examiners hereinbefore prescribed, there shall be a Supervisory Board to be composed of five citizens designated by the Mayor, whose duty it shall be:"

I have the honor to request your approval of the foregoing recommendation.

Very respectfully yours,

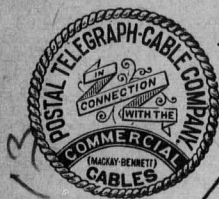
*Lee Phillips*  
Secretary & Executive Officer.



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THE POSTAL COMPANY'S SYSTEM REACHES ALL IMPORTANT POINTS IN THE UNITED STATES AND BRITISH AMERICA,  
AND via COMMERCIAL CABLES ALL THE WORLD.

Form 2. N. Y.



# TELEGRAM

This Company TRANSMITS and DELIVERS messages subject to conditions printed on back of this Blank.

ALBERT B. CHANDLER,  
President and General Manager.

JOHN O. STEVENS,  
Secretary.

NUMBER

SENT BY

REC'D BY

CHECK

Dated

Albany N.Y. 3

Rec'd at MAIN OFFICE, 253 BROADWAY, NEW YORK.

(WHERE ANY REPLY SHOULD BE SENT.)

To

Job E. Hedges

7/13

1895

Mayors Secy - New York City

Meeting of Commission not desired until  
first of next week Would Mayor  
be inconvenienced if action on proposed  
Civil Service Amendment was delayed until  
then Clarence B. Angle Secy

# CONDITIONS.

## ALL MESSAGES TAKEN BY THIS COMPANY ARE SUBJECT TO THE FOLLOWING TERMS.

132 To guard against mistakes or delays, the sender of a message should order it REPEATED; that is, telegraphed back to the originating office for comparison. For this, one half the regular rate is charged in addition. It is agreed between the sender of the message written on the face hereof and the Postal Telegraph-Cable Company, that said Company shall not be liable for mistakes or delays in the transmission or delivery, or for non-delivery, of any UNREPEATED message, beyond the amount received for sending the same; nor for mistakes or delays in the transmission or delivery, or for non-delivery of any REPEATED message beyond fifty times the sum received for sending the same, unless specially insured, nor in any case for delays arising from unavoidable interruption in the working of its lines, or for errors in cipher or obscure messages. And this Company is hereby made the agent of the sender, without liability, to forward any message over the lines of any other Company when necessary to reach its destination.

Correctness in the transmission of messages to any point on the lines of the Company can be INSURED by contract in writing, stating agreed amount of risk, and payment of premium thereon at the following rates, in addition to the usual charge for repeated messages, viz: one per cent. for any distance not exceeding 1,000 miles, and two per cent. for any greater distance.

No responsibility regarding messages attaches to this Company until the same are presented and accepted at one of its transmitting offices; and if a message is sent to such office by one of this Company's messengers, he acts for that purpose as the agent of the sender.

Messages will be delivered free within the established free delivery limits of the terminal office. For delivery at a greater distance a special charge will be made to cover the cost of such delivery.

This Company will not be liable for damages in any case where the claim is not presented in writing within sixty days after the message is filed with the Company for transmission. In any event, this Company is not to be held liable for any loss, or damage, or for delay, or detention, or errors caused by storms or action of the elements, or other acts of God, or by civil or military authority, or by insurrections, riots, rebellions, or dangers incident to time of war, or by the unlawful acts of individuals.

This is an UNREPEATED Message and is delivered by request of the sender under the conditions named above. Errors can be guarded against only by repeating a message back to the sending station for comparison.

No employee of this Company is authorized to vary the foregoing.



133.

New York City Civil Service Boards,  
New Criminal Court Building.

February 20th, 1895.

Hon. William L. Strong,  
Mayor.

Dear Sir:-

At a meeting of the Civil Service Commission held  
February 19th, 1895, the following Resolution was adopted:

RESOLVED: That this Board recommend to the Mayor  
that Subdivision II of Class 1 of the classification of positions  
in the Department of Public Works be amended by adding thereto the  
position "Stenographer to the Commissioner."

I have the honor to request your approval of the foregoing  
recommendation.

Very respectfully yours,

*Lee Phillips*

Secretary & Executive Officer.





SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEWIS CHISHOLM,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

NEW YORK, Feb. 26th, 1895

Hon. William L. Strong,  
Mayor.

Dear Sir:-

By direction of the Supervisory Board of Commissioners,  
I have the honor to transmit the following excerpts from the Minutes of a meeting held February 19th:

*Done*  
"RESOLVED: That the Mayor be requested to drop from the Board of Examiners, William W. McLaughlin, Hugh Bonner and John Foord, and Michael F. Fitzpatrick from the position of Chief Clerk in the offices of this Board."

"RESOLVED: That this Board recommend to the Mayor the appointment of Mr. George W. Soren, 117 West 58th Street as a Civil Service Examiner."

Yours respectfully,

*Lee Phillips*

Secretary & Executive Officer.

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THE NEW YORK PUBLIC LIBRARY

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SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

NEW YORK, February 25th, 1895

Hon. William L. Strong,

Mayor.

Dear Sir:-

At meetings of the Civil Service Supervisory Board of Commissioners held February 16th, and 21st, 1895, it was resolved that this Board recommend to the Mayor that the following amendments to the Civil Service Regulations, be adopted:

That Regulation 2 be amended by adding to the second paragraph thereof the words, "also all public employees however designated, whether as 'skilled laborers' or otherwise, who may be called upon to do, or shall in fact do any clerical work."

That Regulation 3 be amended by striking out the second paragraph thereof and substituting the following:

"This Board shall be composed of the Secretary of the Boards and as many citizens designated by the Mayor as the Civil Service Commissioners may deem necessary. None of such Examiners however, shall be a public officer or employed in any Department of the Municipal Government."

That the first paragraph of Civil Service Regulation 6 be amended so as to read as follows:



SUPERVISORY BOARD.  
DANIEL D. HAYS, CHAIRMAN.  
LEWIS BRIDGEMAN, SECRETARY AND EXECUTIVE OFFICER.  
LEE PHILLIPS, SECRETARY AND EXECUTIVE OFFICER.

## NEW YORK CITY CIVIL SERVICE BOARDS,

NEW CRIMINAL COURT BUILDING.

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NEW YORK, \_\_\_\_\_ 189\_\_

"Applications of competitors for positions included in Schedules B, C, D, E and F, must be addressed to the Secretary of the Civil Service Supervisory and Examining Boards, New York City, and for all positions except Patrolman, Fireman and Park Policeman, must be accompanied by the following papers:"

That the second subdivision of Regulation 6, being the third paragraph of said Regulation, be amended so as to read as follows:

"Second:-- A statement whether such application is limited to any particular office or offices in the service."

That said Regulation 6 be further amended by inserting just before the last paragraph, the following:

"All applications for examination shall be filed in the office of the Secretary and all application and other blanks shall be kept at his office and shall be procurable there only."

That Regulation 16 be amended so as to read as follows:

"Certification and Appointment:

"Whenever a vacancy shall occur within any grade of any class in Schedule B, C, D, E and F, which in the opinion of the appointing officer the business of the city requires to be filled, he shall forthwith notify the Secretary of the vacancy, and state





SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
SAMUEL BRIDGEMAN,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS.  
NEW CRIMINAL COURT BUILDING.

3.

NEW YORK, \_\_\_\_\_ 189 \_\_\_\_\_

whether the same is to be filled by appointment or by promotion.

If the position to be filled is a clerkship, the appointing officer shall state whether it is a minor clerkship or whether any of the special qualifications denoted by the optional subjects are essential, and if so, which. The Secretary thereupon shall, as soon as practicable, certify to the appointing officer for appointment or for promotion from the eligible list appropriate to such position as it may then exist, the three persons having the highest standing on such eligible list, indicating such of them, if any, as have been honorably discharged from the military or naval service of the United States in the late war.

If the appointing officer shall notify the Secretary of more than one vacancy at any one time, the Secretary shall certify to the appointing officer for appointment or for promotion as the case may be, the names of as many persons as there are vacancies to be filled, with the addition of two names. No requisition for names to fill more than ten vacancies shall be made at any one time. In all cases the vacancies shall be filled at the meeting of the appointing Board next after the receipt of the names certified, where the appointing power consists of more than one person, and within ten days after the receipt of such names, where the appointing power is a single person.



SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEWIS S. SHORE, SECRETARY.  
LEE PHILLIPS, SECRETARY AND EXECUTIVE OFFICER.

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NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

NEW YORK, \_\_\_\_\_ 189 \_\_\_\_\_

If the appointing officer shall signify that attainment in one or more of the optional subjects is essential, the Secretary shall certify the names of the three persons whose standing on the denoted optional subject is the highest (not being below the minimum of seventy). The Examining Board may at any time hold a competitive examination to fill a vacancy of this kind if in their judgment, the eligible list does not contain three persons well qualified to fill the vacant position.

The certificate of the Secretary shall in all cases state the percentage of the maximum obtained by each of the three persons in his examination. Within five days after making an appointment or a promotion, the appointing power shall notify the Secretary thereof.

Where eligible lists are applicable to more than one Department and names have been certified therefrom, in compliance with a requisition from the appointing power, the Secretary shall, in case no appointment therefrom is notified within ten days from the time such names have been certified, certify the same names to any other Department making requisition to fill vacancies in the same position.

Whenever the appointing officer who shall have made a requisition to fill a certain number of vacancies shall appoint or





SUPERVISORY BOARD.  
DANIEL P. RAYS,  
CHAIRMAN.  
LEMMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

## NEW YORK CITY CIVIL SERVICE BOARDS.

NEW CRIMINAL COURT BUILDING.

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NEW YORK, \_\_\_\_\_ 189 \_\_\_\_\_

promote to office a number smaller than that of the vacancies named by him, he shall not make the selection therefor from the whole number certified to him, but only from that number of names standing highest upon the list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

All positions filled by selections based on optional or special subjects shall be specially noticed in the published list of appointments and in the official registry of qualifications and schemes for examination, as being special positions in respect to such qualifications.

This regulation shall not apply to any of the positions for which provision is otherwise made in Regulation 31, or may hereafter be made pursuant to Regulations 32 and 33."

That the first paragraph of Regulation 18 be amended so as to read as follows:

"All applications for appointment to any position in Schedule C shall be made upon blanks furnished by the Secretary of the Civil Service Supervisory and Examining Boards and the same shall be filed in the office of the said Secretary. For all positions in said Schedule, except Doorman in the Police Department, the first of said blanks to be presented by the applicant



SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEWEL SHOMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

6.

NEW YORK, \_\_\_\_\_ 189\_\_\_\_\_

in person, shall be substantially as follows:

City of New York -----189-----

To the Board of Civil Service Commissioners of the City of New York:

The undersigned states that he is -----years of age,  
respectfully asks an appointment as ----- in  
the -----Department, City of New York, and  
refers you to the following testimonials.

Signed. -----."

That the third paragraph of said Regulation 18 be amended  
so as to read as follows:

"The second, which must be filled out and signed in the  
presence of the Secretary or of a clerk of the Civil Service  
Boards, who shall also sign as witness, shall be as follows:

(N.B.-- This statement of applicant must be filled out and signed  
in the presence of the Secretary or of a clerk of the Civil Ser-  
vice Boards, who shall also sign as witness.)"

That the statement of the applicant, the form of which  
is set forth in the third paragraph of Regulation 18, be amended  
by striking out the question, "What was your last occupation?"  
and inserting in place thereof, "What has been the nature of your  
occupation for the last five years?"





SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

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7.

Also that the words "Department of the City of New York" at the head of the form of affidavit appended to the applicant's statement in said Regulation 18 be stricken out and the words "City and County of New York, ss.:" be substituted in place thereof.

That Regulation 19 be amended by striking out all after the word "determine" in the third line thereof.

That the last paragraph of Regulation 20 be amended so as to read as follows:

"The Medical and Physical Examiners of the Civil Service Boards shall examine the applicant in reference to the matters designated in the following Schedule, and fill up and certify the same in accordance with the result of such examination."

That the certificate at the end of Regulation 20 be amended by striking from the title thereof the words, "Examining Surgeon" and substituting therefor, the words, "Medical and Physical Examiners". And that the personal pronoun "I" where it occurs in said certificate be changed to "We" and the pronoun "My" be changed to "Our".

That Regulation 21 be amended by striking out the first nine words, namely, "The Examining Board shall designate some suit-



SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

# NEW YORK CITY CIVIL SERVICE BOARDS.

NEW CRIMINAL COURT BUILDING.

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able person who," and substituting therefor, the words, "The physical Examiner."

That Regulation 54 be amended by striking therefrom the 5th and 6th paragraphs and substituting in place thereof the following:

"Promotions shall be made by successive grades. In case of a vacancy in any position it shall be filled by a selection from the next inferior grade. It shall be the duty of the Department in which a vacancy occurs, to notify all persons employed in the next inferior grade, and if there be no such person or persons, then all persons in the next inferior grade and so on until all the inferior grades are exhausted, if necessary, that there will be a competitive examination for promotion.

It shall be the duty of the officer or officers constituting the appointing power in the Department in which a vacancy exists to make and forward to the Civil Service Board their joint or several certificates as to the efficiency, character and conduct of every person in such inferior grade who desires to become an applicant for such promotion, together with such other statements bearing upon the fitness of such person or persons for promotion as the officer so certifying shall deem proper."





SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEWEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

9.

NEW YORK, \_\_\_\_\_ 189\_\_

That Regulation 59 be amended by adding thereto the following words: "All paper upon which examinations are to be written shall be furnished to applicants by the Examining Board and shall bear some suitable official endorsement, stamp or mark, for the purpose of identifying the same."

That Appendix A to said Regulations be amended by adding at the end of the third paragraph thereof the words "Also all public employees however designated, whether as 'skilled laborers' or otherwise, who may be called upon to do or shall in fact do any clerical work."

That Appendix A be further amended by adding at the end thereof the following: "Provided however, that no public employee however designated, whether as 'skilled laborer' or otherwise, who may be called upon to do or shall in fact do, any clerical work, shall be included in Schedule G".

I have the honor to request your approval to the foregoing proposed amendments.

Very respectfully,

*Lee Phillips*

Secretary & Executive Officer.

Feb. 23



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RECEIVED BY THE BOARD OF  
DIRECTORS  
FEBRUARY 23 1907  
LIBRARY OF THE  
UNIVERSITY OF CALIFORNIA

and shall be  
written shall be  
following words:

That R

WORK, SHELL, DE JAC





SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

NEW YORK, Feb. 28th, 1895

Hon. William L. Strong,

Mayor.

Dear Sir:-

By direction of the Civil Service Commissioners I have the honor to transmit herewith the following Resolution adopted at a meeting of the Board held Feb. 27th, 1895:

"RESOLVED: That the Mayor be asked to remove Miss Mary A. Farrell and Miss Mary A. Cadley from the position of Clerk in the offices of this Board and to appoint one male clerk in their stead, such clerk to be selected from the eligible list; Miss Farrell's services to be dispensed with from March 1st, 1895, and Miss Cadley to remain until the appointment of said Male Clerk."

Very respectfully yours,

*Lee Phillips*

Secretary & Executive Officer.

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*Law Department,  
Office of the Counsel to the Corporation.*

A.L.

*New York.* March 1, 1895.

Lee Phillips, Esq.,

Secretary and Executive Officer, Civil Service

Supervisory and Examining Boards, New York City.

S i r :-

I am in receipt of your communication of February 25, enclosing copy of a former communication addressed to my predecessor, in which you ask to be advised whether the provisions of the new Constitution affecting civil service appointments and promotions operate to repeal or annul the statute known as Chapter 717 of the Laws of 1894, and whether the legal status of veterans in respect to such appointments and promotions has been in any wise altered by the new Constitution.

The particular phrase in the Act of 1894, to which you refer in your letter, and which was the subject of an opinion rendered to you by my predecessor on November 17, 1894, reads as follows :-

"But the civil service rules and laws of the  
"State shall not apply to such persons, residents of  
"this State, who served in the army or navy of the  
"United States in the late War and have been honor-  
"ably discharged therefrom, for any position or em-  
"ployment, the compensation of which does not exceed  
"four dollars a day, in the public departments and  
"upon all public works of the State of New York and  
"of the several cities, counties, towns and villages  
"thereof."

You were advised, in the opinion above referred to, that under this statute no duty devolved upon your office in the case of veterans who are applicants for position or employment the compensation of which did not exceed four dollars a day, and that as the civil service rules did not apply to such persons, you had no duty in regard to them.

You were further advised that although the statute refers to per diem salaries in terms, it in effect applied also to per annum salaries where the yearly compensation divided by the number of working days did not amount to more than four dollars per diem.

The framers of the Constitution must be deemed to have had in mind, when they prepared that instrument, the existing laws relating to the civil service of this State, and to the privileges and exemptions of veterans, and unless the contrary clearly appears, must also be deemed to have framed the new Constitution with reference to such existing laws. They must therefore be deemed to have known and understood that statutes have been in operation in this State for a number of years, under which certain positions have been classified and designated by competent authority as positions to which appointments could be made only after competitive examination of applicants and the ascertainment, by means of such examination, of the comparative fitness and merit of such applicants.



It was the manifest intention of the new Constitution to perpetuate this method of selecting persons for appointment to office, and to extend it much more widely than it has yet been put in force; and the section referred to in your letter (section 9 of article 5) makes this intention very clear and emphatic. It reads as follows :-

"Appointments and promotions in the civil service of the State, and of all the several divisions thereof, including cities and villages, shall be made according to merit and fitness to be ascertained, so far as practicable, by examinations which, so far as practicable, shall be competitive; provided however that honorably discharged soldiers and sailors from the army and navy of the United States in the late Civil War who are citizens and residents of this State shall be entitled to preference in appointment and promotion without regard to their standing on any list from which such appointment or promotion may be made. Laws shall be made to provide for the enforcement of this section."

It is plain that the predominant motive in the adoption of this article was that appointment and promotion should be made solely upon a basis of merit and fitness, and that the question whether or not an applicant was meritorious and fit should be ascertained by examinations which, whenever practicable, should be competitive. And as has already been indicated, there are a large number of offices in this State as to which the law provided at the time the new Constitution was adopted, and still provides, that appointments and promotions shall be thus made. Those laws being in no sense inconsistent

with the new constitutional provision, but on the contrary, entirely consistent therewith, unquestionably remain in full force and effect.

The proviso in the section of the Constitution above quoted seems to clearly indicate an intention upon the part of the framers of the Constitution that even as to veterans, their appointment must be made from a list of those whose merit and fitness have been ascertained by examination.

Of course the section is not self-operating, and legislation will be required to give to it the full effect which it was intended to have; but as to positions in the public service, which are already provided for by the civil service laws and regulations, the section, with the aid of those pre-existing laws and regulations, became operative on January 1, 1895.

The use, in the section of the Constitution above quoted, of the expression that veterans shall be entitled to preference in appointment and promotion "without regard to their standing on any list from which such appointment or promotion may be made," seems to me to clearly indicate an intention that their names must appear upon the list from which appointments are to be made before they become entitled to the benefit of the preference mentioned in the Constitution.

When they have succeeded in so far establishing their merit and fitness in the manner provided for by



the civil service laws and regulations, they become entitled to be placed upon the list of those eligible for appointment, and having thus become listed they are entitled to a preference over all other persons when an appointment or promotion is to be made, and I think that this is true as to all positions in what is known as the classified service, whether the pay be over or under the rate of four dollars per diem, and as to all such positions I am of the opinion that the act, Chapter 717 of the Laws of 1894, has been repealed and superseded by Section 9 of Article 5 of the new Constitution.

The result would be then that the position of honorably discharged veterans is this :-

1st:- As to positions in the classified service, the pay or compensation of which exceeds the rate of four dollars per diem, their position has not been altered by the Constitution, but they must now, as was necessary before, get their names upon the eligible list in the manner provided by the civil service laws and regulations, and when upon that list they are entitled to a preference irrespective of their comparative standing.

2nd:- As to positions in the classified service, the pay or compensation of which is four dollars a day or less, the same rule obtains, and veterans, in order to become eligible to appointment, must first be placed upon the eligible list, after such an examination as the civil service laws and rules provide for the ascertaining

of their merit and fitness, and when they have thus been listed they are entitled to a preference over all other persons to appointments and promotions.

3rd:- As to positions not in the classified service, the pay or compensation of which is less than four dollars per diem, the act, Chapter 717 of the Laws of 1894, is still in force, and as to those persons the opinion rendered you by my predecessor on November 17, 1894, still obtains, and I concur in it.

As to such positions, veterans are entitled to an absolute preference in appointment and promotion; but I am of the opinion that even as to such positions the language of the Constitution which says that "appointments and promotions in the civil service of the State" \* \* \* shall be made according to merit and fitness, still applies, and that in the absence of legislation or action by the proper authorities, under power conferred by the legislature, to provide a means for testing the merit and fitness of applicants for such positions, the appointing power should take such measures in each case as to him shall seem proper, to satisfy himself that applicants for appointment, whether veterans or others, are possessed of sufficient merit and fitness to justify their appointment or promotion.

Yours very truly,

Francis M. Scott,

Counsel to the Corporation.



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## Opinion.

— FROM —

COUNSEL TO THE CORPORATION.

*See re*  
*Civil Service Law*  
*applying to Veterans*

DATED NEW YORK,



SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEWEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS.  
NEW CRIMINAL COURT BUILDING.

NEW YORK, March 2nd, 1895

Hon. William L. Strong,

Mayor.

Sir:-

I have the honor to transmit the following resolution adopted at a meeting of the Civil Service Commissioners held February 27th, 1895.

RESOLVED: That this Board request the Mayor to appoint as members of the Board of Examiners, Mr. William H. Bell, address, University Club and Mr. D. N. B. Strugis, address, 307 East 17th St.

Yours respectfully,

*Lee Phillips*

Secretary & Executive Officer.



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SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

NEW YORK, Mar. 2nd, 189 5

Hon. William L. Strong,  
Mayor.

Dear Sir:-

I beg to acknowledge the receipt of your letter of February 28th, transmitting to the Board of Civil Service Commissioners a communication from George Mason concerning the appointment of a veteran of the late war to the position of Clerk in the Fire Department under the provisions of Chapter 717 of the laws of 1894. I will bring the matter to the attention of the Board at its next meeting and in the meantime I desire to say that I made requisition on February 5th on the Counsel to the corporation for an opinion as to the effect of the new Constitution on the said Act of 1894 but have not yet received his advice.

Respectfully yours,

*Lee Phillips*

Secretary & Executive Officer.



New York City Civil Service Boards,

New Criminal Court Building.

New York, March 5th, 1895.

Sir:-

I send you herewith for your information and guidance, a copy of the opinion of the Counsel to the Corporation in the matter of the appointment of war veterans to positions in the Civil Service of this city.

*Lee Phillips, Secretary*

LAW DEPARTMENT,

Office of the Counsel to the Corporation.

New York, March 1st, 1895.

Lee Phillips, Esq.,

Secretary and Executive Officer, Civil Service Supervisory  
and Examining Boards, New York City.

Sir:-

I am in receipt of your communication of February 25, enclosing copy of a former communication addressed to my predecessor, in which you ask to be advised whether the provisions of the new Constitution affecting civil service appointments and promotions operate to repeal or annul the statute known as Chapter 717 of the Laws of 1894, and whether the legal status of veterans in respect to such appointments and promotions has been in any wise altered by the new Constitution.

The particular phrase in the Act of 1894, to which you refer in your letter, and which was the subject of an opinion rendered to you by my predecessor on November 17, 1894, reads as follows:



2.

"But the civil service rules and laws of the State shall not apply to such persons, residents of this State, who served in the army or navy of the United States in the late war and have been honorably discharged therefrom, for any position or employment, the compensation of which does not exceed four dollars a day, in the public departments and upon all public works of the State of New York and of the several cities, counties, towns and villages thereof."

You were advised, in the opinion above referred to, that under this statute no duty devolved upon your office in the case of veterans who are applicants for position or employment the compensation of which did not exceed four dollars a day, and that as the civil service rules did not apply to such persons, you had no duty in regard to them.

You were further advised that although the statute refers to per diem salaries in terms, it in effect applied also to per annum salaries where the yearly compensation divided by the number of working days did not amount to more than four dollars per diem.

The framers of the Constitution must be deemed to have<sup>had</sup> in mind, when they prepared that instrument, the existing laws relating to the civil service of this State, and to the privileges and exemptions of veterans, and unless the contrary clearly appears, must also be deemed to have framed the new Constitution with reference to such existing laws. They must therefore be deemed to have known and understood that statutes have been in operation in this State for a number of years, under which certain positions have been classified and designated by competent authority as positions to which appointments could be made only after competitive examination of applicants and the ascertainment, by means



of such examination, of the comparative fitness and merit of such applicants.

It was the manifest intention of the new Constitution to perpetuate this method of selecting persons for appointment to office, and to extend it much more widely than it has yet been put in force; and the section referred to in your letter (section 9 of article 5) makes this intention very clear and emphatic. It reads as follows:

"Appointments and promotions in the civil service of the State, and of all the several divisions thereof, including cities and villages, shall be made according to merit and fitness to be ascertained, so far as practicable, by examinations which, so far as practicable, shall be competitive; provided however that honorably discharged soldiers and sailors from the army and navy of the United States in the Late Civil War who are citizens and residents of this State shall be entitled to preference in appointment and promotion without regard to their standing on any list from which such appointment or promotion may be made. Laws shall be made to provide for the enforcement of this section."

It is plain that the predominant motive in the adoption of this article was that appointment and promotion should be made solely upon a basis of merit and fitness, and that the question whether or not an applicant was meritorious and fit should be ascertained by examinations which, whenever practicable, should be competitive. And as has already been indicated, there are a large number of offices in this State as to which the law provided at the time the new Constitution was adopted, and still provides, that appointments and promotions shall be thus made. Those laws being in no sense inconsistent with the new constitutional provision, but on the contrary, entirely consistent therewith,



unquestionably remain in full force and effect.

The proviso in the section of the Constitution above quoted seems to clearly indicate an intention upon the part of the framers of the Constitution that even as to veterans, their appointment must be made from a list of those whose merit and fitness have been ascertained by examination.

Of course the section is not self-operating, and legislation will be required to give to it the full effect which it was intended to have; but as to positions in the public service, which are already provided for by the civil service laws and regulations, the section, with the aid of those pre-existing laws and regulations, became operative on January 1, 1895.

The use, in the section of the Constitution above quoted, of the expression that veterans shall be entitled to preference in appointment and promotion "without regard to their standing on any lists from which such appointment or promotion may be made", seems to be to clearly indicate an intention that their names must appear upon the list from which appointments are to be made before they become entitled to the benefit of the preference mentioned in the Constitution.

When they have succeeded in so far establishing their merit and fitness in the manner provided for by the civil service laws and regulations, they become entitled to be placed upon the list of those eligible for appointment, and having thus become listed they are entitled to a preference over all other persons when an appointment or promotion is to be made, and I think that



this is true as to all positions in what is known as the classified service, whether the pay be over or under the rate of four dollars per diem, and as to all such positions I am of the opinion that the act, Chapter 717 of the Laws of 1894, has been repealed and superseded by Section 9 of Article 5 of the new Constitution.

The result would be then that the position of honorably discharged veterans is this:

1st:- As to positions in the classified service, the pay or compensation of which exceeds the rate of four dollars per diem, their position has not been altered by the Constitution, but they must now, as was necessary before, get their names upon the eligible list in the manner provided by the civil service laws and regulations, and when upon that list they are entitled to a preference, irrespective of their comparative standing.

2nd:- As to positions in the classified service, the pay or compensation of which is four dollars a day or less, the same rule obtains, and veterans, in order to become eligible to appointment, must first be placed upon the eligible list, after such an examination as the civil service laws and rules provide for the ascertaining of their merit and fitness, and when they have thus been listed they are entitled to a preference over all other persons to appointments and promotions.

3rd:- As to positions not in the classified service, the pay or compensation of which is less than four dollars per diem, the act, Chapter 717 of the Laws of 1894, is still in force, and as to those persons the opinion rendered you by my predecessor on November 17, 1894, still obtains, and I concur in it.



As to such positions, veterans are entitled to an absolute preference in appointment and promotion; but I am of the opinion that even as to such positions the language of the Constitution which says that "appointments and promotions in the civil service of the State x x x shall be made according to merit and fitness", still applies, and that in the absence of legislation or action by the proper authorities, under power conferred by the Legislature, to provide a means for testing the merit and fitness of applicants for such positions, the appointing power should take such measures in each case as to him shall seem proper, to satisfy himself that applicants for appointment, whether veterans or others, are possessed of sufficient merit and fitness to justify their appointment or promotion.

Yours very truly,

(Signed) Francis M. Scott,

Counsel to the Corporation.



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New York City Civil Service Boards,

New Criminal Court Building,

New York, March 11th, 1895.

Dear Sir:-

I have the honor to advise you that the following amendments to the City Civil Service Regulations have been adopted by the Mayor and by the State Commission and that the same are now in force.

Respectfully yours,

*Lee Phillips*

Secretary & Executive Officer.

That Regulation 2 be amended by adding to the second paragraph thereof the words, "also all public employees however designated, whether as 'skilled laborers' or otherwise, who may be called upon to do, or shall in fact do any clerical work."

That Regulation 3 be amended by striking out the second paragraph thereof and substituting the following:

"This Board shall be composed of the Secretary of the Boards and as many citizens designated by the Mayor as the Civil Service Commissioners may deem necessary. None of such Examiners however, shall be a public officer or employed in any Department of the Municipal Government."

That the first paragraph of Civil Service Regulation 6 be amended so as to read as follows:

"Applications of competitors for positions included in Schedules B, C, D, E and F, must be addressed to the Secretary of the Civil Service Supervisory and Examining Boards, New York City, and for all positions except Patrolman, Fireman and Park Policeman, must be accompanied by the following papers:"

That the second paragraph of Regulation 6, being the third paragraph of said Regulation, be amended so as to read as follows:

"Second:-- A statement whether such application is limited to any particular office or offices in the service."



That said Regulation 6 be further amended by inserting just before the last paragraph, the following:

"All applications for examination shall be filed in the office of the Secretary and all application and other blanks shall be kept at his office and shall be procurable there only."

That Regulation 16 be amended so as to read as follows:

"Certification and Appointment:

"Whenever a vacancy shall occur within any grade of any class in Schedules B, C, D, E and F, which in the opinion of the appointing officer the business of the city requires to be filled, he shall forthwith notify the Secretary of the vacancy, and state whether the same is to be filled by appointment or by promotion.

If the position to be filled is a clerkship, the appointing officer shall state whether it is a minor clerkship or whether any of the special qualifications denoted by the optional subjects are essential, and if so, which. The Secretary shall thereupon, as soon as practicable, certify to the appointing officer for appointment or for promotion from the eligible list appropriate to such position as it may then exist, the three persons having the highest standing on such eligible list, indicating such of them, if any, as have been honorably discharged from the military or naval service of the United States in the late war.

If the appointing officer shall notify the Secretary of more than one vacancy at any one time, the Secretary shall certify to the appointing officer for appointment or for promotion as the case may be, the names of as many persons as there are vacancies to be filled, with the addition of two names. No requisition for names to fill more than ten vacancies shall be made at any one time. In all cases the vacancies shall be filled at the meeting of the appointing Board next after the receipt of the names certified, where the appointing power consists of more than one person, and within ten days after the receipt of such names, where the appointing power is a single person.

If the appointing officer shall signify that attainment in one or more of the optional subjects is essential, the Secretary shall certify the names of the three persons whose standing on the denoted optional subject is the highest (not being below the minimum of seventy). The Examining Board may at any time hold a competitive examination to fill a vacancy of this kind if in their judgment, the eligible list does not contain three persons well qualified to fill the vacant position.

The certificate of the Secretary shall in all cases state the percentage of the maximum obtained by each of the three persons in his examination. Within five days after making an appointment or a promotion, the appointing power shall notify the Secretary thereof.



Where eligible lists are applicable to more than one Department and names have been certified therefrom in compliance with a requisition from the appointing power, the Secretary shall, in case no appointment therefrom is notified within ten days from the time such names have been certified, certify the same names to any other Department making requisition to fill vacancies in the same position.

Whenever the appointing officer who shall have made a requisition to fill a certain number of vacancies shall appoint or promote to office a number smaller than that of the vacancies named by him, he shall not make the selection therefor from the whole number certified to him, but only from that number of names standing highest upon the list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

All positions filled by selections based on optional or special subjects shall be specially noticed in the published list of appointments and in the official registry of qualifications and schemes for examination, as being special positions in respect of such qualifications.

This regulation shall not apply to any of the positions for which provision is otherwise made in Regulation 31, or may hereafter be made pursuant to Regulations 32 and 33."

That the first paragraph of Regulation 18 be amended so as to read as follows:

"All applications for appointment to any position in Schedule C shall be made upon blanks furnished by the Secretary of the Civil Service Supervisory and Examining Boards and the same shall be filed in the office of the said Secretary. For all positions in said Schedule, except Doorman in the Police Department, the first of said blanks to be presented by the applicant in person, shall be substantially as follows:

City of New York -----189-----  
To the Board of Civil Service Commissioners of the City of New York: The undersigned states that he is ----- years of age, respectfully asks an appointment as ----- in the ----- Department, City of New York, and refers you to the following testimonials.

Signed.-----."

That the third paragraph of said Regulation 18 be amended so as to read as follows:

"The second, which must be filled out and signed in the presence of the Secretary or of a clerk of the Civil Service Boards, who shall also sign as witness, shall be as follows: (N.B.— This statement of applicant must be filled out and signed in the presence of the Secretary or of a clerk of the Civil Service Boards, who shall also sign as witness.)"



That the statement of the applicant, the form of which is set forth in the third paragraph of Regulation 18, be amended by striking out the question "What was your last occupation?" and inserting in place thereof, "What has been the nature of your occupation for the last five years?"

Also that the words "Department of the City of New York" at the head of the form of affidavit appended to the applicant's statement in said Regulation 18 be stricken out and the words, "City and County of New York, ss.:" be substituted in place thereof.

That Regulation 19 be amended by striking out all after the word "determine" in the third line thereof.

That the last paragraph of Regulation 20 be amended so as to read as follows:

"The Medical and Physical Examiners of the Civil Service Boards shall examine the applicant in reference to the matters designated in the following Schedule, and fill up and certify the same in accordance with the result of such examination."

That the certificate at the end of Regulation 20 be amended by striking from the title thereof the words, "Examining Surgeon" and substituting therefor, the words, "Medical and Physical Examiners" And that the personal pronoun "I" where it occurs in said certificate be changed to "We" and the pronoun "My" be changed to "Our".

That Regulation 21 be amended by striking out the first nine words, namely, "The Examining Board shall designate some suitable person who", and substituting therefor the words, "The physical Examiner."

That Regulation 54 be amended by striking therefrom the 5th and 6th paragraphs and substituting in place thereof the following:

"Promotions shall be made by successive grades. In case of a vacancy in any position it shall be filled by a selection from the next inferior grade. It shall be the duty of the Department in which a vacancy occurs, to notify all persons employed in the next inferior grade, and if there be no such person or persons, then all persons in the next inferior grade and so on until all the inferior grades are exhausted, if necessary, that there will be a competitive examination for promotion.

It shall be the duty of the officer or officers constituting the appointing power in the Department in which a vacancy exists, to make and forward to the Civil Service Board their joint or several certificates as to the efficiency, character and conduct of every person in such inferior grade who desires to



become an applicant for such promotion, together with such other statements bearing upon the fitness of such person or persons for promotion as the officer so certifying shall deem proper."

That Regulation 59 be amended by adding thereto the following words: "All paper upon which examinations are to be written shall be furnished to applicants by the Examining Board and shall bear some suitable official endorsement, stamp or mark, for the purpose of identifying the same."

That Appendix A to said Regulations be amended by adding at the end of the third paragraph thereof the words "Also all public employees however designated, whether as 'skilled laborers' or otherwise, who may be called upon to do or shall in fact do any clerical work."

That Appendix A be further amended by adding at the end thereof the following: "Provided however, that no public employee however designated, whether as 'skilled laborer' or otherwise, who may be called upon to do or shall in fact do, any clerical work, shall be included in Schedule G."



NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

Matter R. O. Williams

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SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEHUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

NEW YORK, March 12th, 1895

Job E. Hedges Esq.,

Secretary.

Dear Sir:-

In reply to your letter of the 11th inst., concerning the complaint of Henry W. Born, whose letter to the Mayor I return herewith, I desire to say that the position of Letter Carrier is under the jurisdiction of the Federal Civil Service office at Room No. 4 in the Post Office Building. Positions in the Excise Board, to which he also refers, are under the State Civil Service Commission, Albany, N.Y. and the position of Foreman in the Street Cleaning Department is not subject to examination.

I have sent Mr. Born an application blank for his use in applying for any position subject to the N.Y.C. Civil Service rules in case he desires to so apply.

Very truly yours,

*Lee Phillips*

Secretary.



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BUILDING

PRICE BOARD

138 2



SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS.

NEW CRIMINAL COURT BUILDING.

NEW YORK, March 18th, 189 5

Hon. William L. Strong,

Mayor, N. Y. C.

Dear Sir:-

At a meeting of the New York City Civil Service Commissioners held March 16th, 1895, it was

RESOLVED: That this Board recommend to the Mayor the adoption of the following proposed Civil Service Regulations for the registration of laborers in the Civil Service of the City of New York:

Labor Service, Schedule G.

Regulation 68:

Schedule G. shall include all laborers and other employees in the City Service, who shall not be subject to examination under the Civil Service Rules or be specifically exempted from examination by said Rules or by the Statutes of this State.

There shall be appointed by the Mayor on the recommendation of the Civil Service Commissioners, to hold office during his pleasure, at such salary as he may fix, a clerk of the Civil Service Commissioners of the City of New York to be known as the Labor Clerk,

It shall be the duty of each Department of the City Service to report in writing to the Secretary of the Civil Ser-





SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

## NEW YORK CITY CIVIL SERVICE BOARDS.

NEW CRIMINAL COURT BUILDING.

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NEW YORK, \_\_\_\_\_ 189\_\_

vice Commissioners, within ten days after a written request from him for such report, the names, duties and salaries of all employees hereby classified in Schedule G., who shall at the date of such request be in the service of such Department.

### Regulation 69:

All persons seeking any employment classified in Schedule G, shall apply for registry for such employment to the Labor Clerk of the Civil Service Commissioners, who shall thereupon forthwith deliver to the applicant or mail to him at the address given by him, a copy of these rules and an application blank of such form as shall be prescribed by the Civil Service Commissioners, calling for the name, age, residence and citizenship of the applicant, the number and relationship of the persons dependent upon him for support, his previous occupation and service, if any, in the army or navy of the United States and the date of his discharge therefrom, and also a certificate of character for the purpose of signature by two reputable residents of New York City, one of whom is or shall have been an employer of the applicant, vouching for his sobriety, trustworthiness, industry and capacity for labor in the employment for which he seeks to be registered.

Upon receiving such application duly filled out and signed by the applicant with his name or mark, together with such certificate of character duly filled out and executed, the Labor Clerk shall cause a number to be affixed to the application, showing the order of its receipt, and thereafter in such order shall cause a written notice to be sent to the applicant, stating the



SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

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time and place of his examination for registry fixed by the Civil Service Commissioners as hereinafter provided; at which time and place such examiner or examiners as may be selected by the Civil Service Commissioners shall, in such manner as they shall prescribe, make inquiry regarding the age, residence, citizenship, character, physical condition, family, previous occupation and military service of the applicant, and ascertain and determine whether he is qualified for the employment sought, and shall endorse a statement of the determination in that regard and the reasons for it upon his application, which shall thereupon be placed on file in an envelope bearing the applicant's name and the number of his application. No educational test of qualification shall be required, but any wilfully false statement or fraudulent conduct on the part of the applicant shall disqualify him for registration.

For any other service than that of common laborer, candidates will be required to produce a certificate from some competent person or persons, of his ability, to do the special kind of work for which he desires to be certified.

Regulation 70:

All applicants determined to be qualified for the employment sought shall be registered in the order of their applica-





SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

## NEW YORK CITY CIVIL SERVICE BOARDS.

NEW CRIMINAL COURT BUILDING.

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tion in a labor register to be kept by the Labor Clerk. This reg-  
such  
ister shall subdivide applicants according to the kind of labor,  
unskilled or special, for which they are determined to be quali-  
fied. It shall state the name, age, residence, citizenship and  
previous occupation of the applicant, the kind of labor, unskilled  
or special, for which he is qualified, the date of his application,  
the number and relationship of the persons dependent upon him for  
support, the nature of his service, if any, in the army or navy  
of the United States in time of war and of his discharge there-  
from, his references and such other information with reference to  
the applicant as the Civil Service Commissioners may from time to  
time require.

Examinations for registry shall be held under the  
direction of the Civil Service Commissioners as often as the City  
Service may require.

On and after the \_\_\_\_\_ day of \_\_\_\_\_ 1895,  
appointment to positions included in Schedule G shall be made  
from said registry, except as herein otherwise provided.

### Regulation 71:

When the services of laborers or other employees in-  
cluded in Schedule G are required in any Department of the City  
Service, the officer of such Department thereto duly authorized  
shall make a written requisition upon the Labor Clerk stating the



SUPERVISORY BOARD.  
DANIEL P. HAYS,  
CHAIRMAN.  
LEMMUEL SKIDMORE,  
LEE PHILLIPS,  
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NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

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NEW YORK, \_\_\_\_\_ 189\_\_

number of persons required, the kind of labor, unskilled or special, for which they are required, and the time and place of employment. Upon receiving such requisition, the Labor Clerk under the direction of the Civil Service Commissioners shall certify to such officer from the registry the names of as many persons as there are vacancies to be filled, with the addition of two names for every ten vacancies, if the registry contains so many, stating as to each, his name, registration number, residence, the kind of labor, unskilled or special, for which he has been determined to be qualified, and giving such other information as the Civil Service Commissioners may direct. In making such certification, the Labor Clerk shall certify in the order of registration:

First: Veterans with families dependent upon them for support.

Second: Other veterans.

Third: Persons, not veterans, with families dependent upon them for support.

Fourth: Other persons.

If there be no subdivision covering the kind of labor required, or if the names in such subdivision be exhausted, the Labor Clerk shall certify from the subdivision covering unskilled labor, unless the officer making the requisition shall designate





SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE, VICE-CHAIRMAN.  
LEE PHILLIPS, SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

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NEW YORK, \_\_\_\_\_ 189 \_\_\_\_\_

some other subdivision and there shall be names enough there in to comply with the requisition; in such case the certification shall be made from such subdivision.

From the number of persons so certified, the officer making the requisition shall select the number required and report to the Labor Clerk, the names, registration numbers and addresses of the persons so selected, provided however, that whenever the officer who shall have made the requisition for a certain number shall employ a smaller number, he shall not make the selection therefor from the whole number certified to him, but only from that number of names standing first upon said list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

Regulation 72:

Any persons not selected, shall remain upon the registry, and any persons selected shall, if they so request, be restored to the registry in the order in which they originally stood thereon upon the termination of the employment unless the employment has been terminated by reason of the failure to work, incompetence or physical or moral disqualification of the employee.

In the case of every employee the Department of the city service employing him shall forthwith report to the Labor Clerk the names and numbers of the persons employed and upon the termination of the



SUPERVISORY BOARD.  
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LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

## NEW YORK CITY CIVIL SERVICE BOARDS.

NEW CRIMINAL COURT BUILDING.

NEW YORK, \_\_\_\_\_ 189 \_\_\_\_\_

report  
employment shall <sup>^</sup> on a form to be prepared and furnished by the Civil Service Commissioners for that purpose, the date of such termination and the reason thereof, and the substance of such report shall be entered upon the registry against the name of such employee. No employee whose employment is terminated for the reason of failure to work, incompetence or physical or moral disqualification shall be restored to the registry or be again eligible for registration until the expiration of a period of six months from the date of such termination, and then only upon furnishing to the Examiners satisfactory excuse for his failure to work and satisfactory evidence that incompetence or physical or moral disqualification for the employment for which he seeks to be registered does not exist.

### Regulation 73:

In case the Labor Clerk is at any time unable to fill a requisition he shall certify the fact to the officer making the requisition, who shall then make the selection of the employees immediately required in such manner or under such regulations as the Civil Service Commissioners may from time to time prescribe.

Laborers so selected shall not be retained in employment for a longer time than one week unless they shall present themselves at the Civil Service Labor Office for registration in the





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NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

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manner and under the conditions prescribed for those seeking employment as set forth in the special regulations in relation to the employment of laborers.

Regulation 74:

No Laborer or other employee whose employment is classified in Schedule G shall be detailed to perform the duties appertaining to any position or be appointed or promoted to any position classified in either of the other Schedules except upon the conditions prescribed in the Civil Service Regulations for appointment or promotion to such position.

I have the honor to request your approval of the foregoing proposed Regulations.

Very respectfully yours,

*Lee Phillips*

Secretary & Executive Officer.

TO THE TOWN OF

THE TOWN OF

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1901

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CHIEF

ICE BOARD





SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS.  
NEW CRIMINAL COURT BUILDING.

NEW YORK, March 20th, 1895

Hon. William L. Strong,  
Mayor.

Dear Sir:-

At a meeting of the Civil Service Commissioners held  
March 16th, 1895, it was

RESOLVED: That this Board recommend to the Mayor that  
the positions in the office of the Commissioner of Jurors be classi-  
fied as follows:

Class 1.  
Subdivision I.

Clerks, as in Finance Department.

Subdivision II.

Deputy Commissioner.

Class 2.  
Subdivision I.

Assistant Deputy Commissioner; Register; Canvasser.

Subdivision II.

Messengers and persons of like employment.

Subdivision III.

All persons in this Department not classified elsewhere.

I have the honor to request your approval of the fore-  
going Resolution.

Very respectfully yours,

*Lee Phillips*

Secretary & Executive Officer.



SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

NEW YORK, March 20th, 189 5

Hon. William L. Strong,  
Mayor.

Dear Sir:-

At a meeting of the Civil Service Commissioners held  
March 9th, 1895, it was

RESOLVED: That this Board recommend to the Mayor that  
Subdivision I of Class 2 of the classification of positions in the  
Health Department be amended by adding thereto the position "Law  
Clerk."

At a meeting held March 16th, 1895, it was

RESOLVED: That this Board recommend to the Mayor  
that Subdivision V of Class 2 of the classification of positions  
in the Health Department be amended by including therein the posi-  
tions, "Disinfector" and "Assistant Disinfector".

It was further RESOLVED: That this Board recommend  
to the Mayor that Appendix A attached to the Civil Service Regula-  
tions, be amended by striking the following positions from the

list included in Schedule G., namely:

Axeman	Tinsmith	Steam Fitter
Blacksmith	Diver	Harness Maker
Blaster	Dock Builder	Inspector of Stone Filling
Boatman	Driver, (Except in Dept of	Dock Dept.
Boiler Maker	Street Cleaning.)	Keeper & Asst. Keeper,
Book-binder	Fireman	Dog Pound
Bridge Tender	Foreman of Laborers	Lineman
Calke r	Flagman	Machinist
Carpenter	Gardener	Mate
Rigger	Gas Maker	Paver
Saw Filer	Rockman	Plasterer
		Plumber
		Wheelwright





SUPERVISORY BOARD.  
DANIEL R. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

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and

RESOLVED: That the said positions wherever they exist, or may hereafter be created, in the several Departments of the City Government, be included in the Subdivision of Class 2 of each Department entitled "All persons in this Department not classified elsewhere", and therefore be examinable under Schedule F.

I have the honor to request your approval of the foregoing Resolutions.

Very respectfully yours,

*Lee Phillips*

Secretary & Executive Officer.



SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEWEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

NEW YORK, March 20th, 1895

Hon. William L. Strong,  
Mayor.

Dear Sir:-

At a meeting of the Civil Service Commissioners held  
March 16th, 1895 it was

RESOLVED: That this Board recommend to the Mayor  
the adoption of the following additional Regulation in the Labor  
Service:

Regulation 75:

No applicant shall be registered as "office boy" who is  
more than 21 years of age.

Office boys shall be employees actually employed as  
such in the offices of the Departments of the Public Service, and  
who are paid at a rate not exceeding \$25. per month.

I have the honor to request your approval of the fore-  
going Resolution.

Very respectfully yours,

Secretary & Executive Officer.





SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SHIMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

NEW YORK, March 20th, 1895

Hon. William L. Strong,

Mayor.

Dear Sir:-

At a meeting of the Civil Service Commissioners held  
March 16th, 1895, it was

RESOLVED: That this Board recommend to the Mayor  
that Civil Service Regulation 60 be amended by transposing the  
language so that the Regulation shall read as follows:

"All examinations shall be in writing, except such as  
refer to expertness or physical qualities, and except as herein  
otherwise provided."

I have the honor to request your approval of the fore-  
going Resolution.

Very respectfully yours,

*Lee Phillips*

Secretary & Executive Officer.



SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS.

NEW CRIMINAL COURT BUILDING.

NEW YORK, March 20th, 1895

Hon. William L. Strong,

Mayor.

Dear Sir:-

At a meeting of the Civil Service Commissioners  
held March 16th, 1895, it was

RESOLVED: That this Board recommend to the Mayor  
that the classification of positions in the Finance Department be  
amended by inserting at the head of Subdivision I of Class 1, the  
following:

Junior Clerks: Class 1, annual compensation of \$480.  
or less; Class 2, annual compensation of more than \$480. but not  
more than \$600.

Also by making the First Grade of Subdivision I read  
as follows:

Clerks and like employees receiving an annual compensa-  
tion of more than \$600. but not more than \$1,000.

RESOLVED: That Subdivision I of Class 1 of the classi-  
fication of positions in every Department be amended accordingly.

I have the honor to request your approval of the fore-  
going Resolutions.

Very respectfully yours,

*Lee Phillips*

Secretary & Executive Officer.





SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

NEW YORK, March 20th, 1895

Hon. William L. Strong,

Mayor.

Dear Sir:-

At a meeting of the Civil Service Commissioners held  
March 16th, 1895, it was

RESOLVED: That this Board recommend to the Mayor that  
the positions in the Department of Buildings be classified as  
follows:

Class 1

Subdivision I.

Clerks, as in Finance Department; Chief Clerk.

Subdivision II.

First Deputy Superintendent, Attorney; Assistant Attorney.

Class 2.

Subdivision I.

Second Deputy Superintendent.

Subdivision II.

First Grade.

Machinist to Supervise Elevators.

Second Grade.

Inspector.

Third Grade.

Chief Inspector



SUPERVISORY BOARD.  
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NEW YORK CITY CIVIL SERVICE BOARDS.  
NEW CRIMINAL COURT BUILDING.

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Subdivision III.

Stenographer and Type-writer; Messenger; Driver.

Subdivision IV.

All persons in this Department not classified elsewhere.

Subdivision V.

Laborers.

I have the honor to request your approval of the foregoing Resolution.

Very respectfully yours,

Secretary & Executive Officer.



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TIME

ICE BOARDS



SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

NEW YORK, March 20th, 1895

Hon. William L. Strong,

Mayor.

Dear Sir:-

I have the honor to advise you that at a meeting of  
Civil Service Commissioners held on March 16th, 1895, it was

RESOLVED: That this Board recommend to the Mayor the  
appointment of Mr. Ralph <sup>O.</sup> Williams, as an Examiner of the Civil  
Service Boards.

Very respectfully yours,

*Lee Phillips*

Secretary & Executive Officer.



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BRIDGING

BRIDGE BOARDS



SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

NEW YORK, March 20th, 189 5

Hon. William L. Strong,

Mayor.

Dear Sir:-

At a meeting of the Civil Service Commissioners held  
March 16th, 1895, it was

RESOLVED: That this Board recommend to the Mayor  
that Civil Service Regulation 2 be amended by including there in  
the following, after the second paragraph:

"Office boys who have served as such for two years, may  
at the request of the head of the Department in which they have  
served, be examined for the position of Junior Clerk which posi-  
tion shall be classified in Schedule B."

"Junior Clerks shall be divided into two classes. Class  
1 shall consist of employees who are paid at a rate not exceeding  
\$40 a month; Class 2 shall consist of employees who are paid at  
a rate not exceeding \$50. a month. Promotions from Class 1 to  
Class 2 shall be made as a result of a competitive examination.  
Junior Clerks shall not be eligible to the position of Clerk of  
any grade except after the competitive examination prescribed  
for original appointment to said position."

I have the honor to request your approval of the fore-  
going Resolution.

Very respectfully yours,

Secretary & Executive Officer.





SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

NEW YORK, March 20th, 1895.

Hon. William L. Strong,

Mayor.

Dear Sir:-

I have the honor to advise you that the accompanying bill of Mr. Fremont Wilson for professional services as an electrical expert, for the amount of \$60. was duly approved by the Civil Service Commissioners at a meeting of the Board held March 16th, 1895.

Yours very respectfully,

*Lee Phillips*

Secretary & Executive Officer.



SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS,  
NEW CRIMINAL COURT BUILDING.

NEW YORK, March 25th, 1895

Hon. William L. Strong,

Mayor.

Dear Sir:-

At a meeting of the Civil Service Commissioners held  
March 23rd, 1895, it was

RESOLVED: That this Board recommend to the Mayor that  
the first paragraph of Regulation 24 be amended by changing the  
relative weights of the subjects therein mentioned, so that the  
same shall read as follows:

Physical Qualifications	4
Experience	1
Obligatory Subjects	5
	-----
Total of Values	10

I have the honor to request your approval of the fore-  
going Resolution.

Very respectfully yours,

*Lee Phillips*

Secretary & Executive Officer.





SUPERVISORY BOARD.  
DANIEL P. HAYS, CHAIRMAN.  
LEMUEL SKIDMORE,  
LEE PHILLIPS,  
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK CITY CIVIL SERVICE BOARDS.  
NEW CRIMINAL COURT BUILDING.

NEW YORK, March 25th, 1895.

Hon. William L. Strong,

Mayor.

Dear Sir:-

At a meeting of the Civil Service Commissioners held  
March 23rd, 1895, it was

RESOLVED: That this Board recommend to the Mayor  
that Subdivision I of Class I of the classification of positions in  
the Law Department be amended by adding thereto the position,  
"Book-keeper in Office of Public Administrator."

RESOLVED: That this Board recommend to the Mayor that  
Subdivision II of Class I of the classification of positions in  
the office of the Supervisor of the City Record, be amended by  
adding thereto, the position, "Private Secretary".

RESOLVED: That this Board recommend to the Mayor that  
subdivision II of Class I of the classification of positions in the  
Department of Docks be amended by adding thereto the position,  
"Stenographer to the President."

I have the honor to request your approval of the fore-  
going Resolutions.

Very respectfully yours,

*Lee Phillips*

Secretary & Executive Officer.



New York City Civil Service Boards,

New Criminal Court Building, March 22nd, 1895.

Dear Sir:-

You have already received a copy of the recent rules adopted by the Mayor of the City of New York, which will prevent in future the employment of persons nominally as laborers, who are really detailed to do clerical work. This rule will take effect on the first of April. If there are any such persons in your Department who have shown special fitness for such clerical duties to which they have been assigned, and who you believe should in the public interest be continued in the actual employment, they can apply in the usual way for examination, and be placed up on the proper eligible list.

I am instructed by the Chairman of the Civil Service Commission to draw your attention in this connection to the last sentence of the 14th regulation, and to request in accordance therewith, that when notice is given to the Civil Service Commission that positions are to be filled in your Department, the appointing officer shall state "the general qualifications or attainments, physical or mental, or both, and the experience that he deems necessary or proper in the position for which an eligible list is to be formed, and also within what limits of age the persons on such list should be."

Complaint has been made to the Civil Service Commission that the examinations have not in all cases been adapted to test the qualifications of applicants for the particular position to be filled. It is the desire of the Civil Service Commission that there should be no just cause for such complaint in future. Regulation 3 requires that examination should be adapted "to ascertain the fitness of candidates for the service of the city, with regard to character, knowledge and ability for the branch of the service into which they seek to enter". Regulation 34 is to the same effect. If therefore, the heads of department will comply with the requirement of Regulation 14, and will furnish the information necessary, the Civil Service Examiners will do all in their power to enforce the provisions of the rules in reference to the form of examinations. Our object is to cooperate with the departments in securing the best possible service for the city.

Yours respectfully,

*Lee Phillips*

Secretary & Executive Officer.



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