

AT a meeting of the NEW YORK CITY CIVIL SERVICE COMMISSION, held December 19, 1896, it was

RESOLVED: That this Board recommend to the Mayor that wherever the words "Supervisory Board" occur in the Regulations they be stricken out, and the word "Commission" substituted.

RESOLVED: That this Board recommend to the Mayor that wherever the word "Board" occurs in the Regulations, referring to the Supervisory Board, the word "Commission" be substituted.

RESOLVED: That this Board recommend to the Mayor that Regulation 2 be amended by striking out, in paragraph 8, Schedule E, the words "Orderlies and Attendants in the City Hospitals and Institutions of Corrections."

RESOLVED: That this Board recommend to the Mayor that Regulation 7 be amended by adding at the end thereof the following:

"If the position to be filled by that of Apothecary or Druggist, that the applicant is duly registered according to law, and that any other statutory requirements have been complied with."

RESOLVED: That Regulation 8 be amended, by striking therefrom the second paragraph, and substituting the following:

"In all examinations for professional positions or positions requiring technical knowledge, no person shall be placed upon the eligible list who obtains a rating in technical knowledge of less than eighty.

"Nor shall any person be placed upon an eligible list who obtains a rating of 0 upon any one subject."

RESOLVED: That this Board recommend to the Mayor that Regulation 14 be amended in paragraph 1, line 4, by striking out the words "Supervisory Board," and substituting the words "members of the Commission" and by striking out the words "the Secretary, Chief Clerk, Assistant".

RESOLVED: That this Board recommend to the Mayor that Regulation 14 be amended, by striking therefrom the last sentence of the third paragraph, and substituting the following:

"No applicant for the position of Clerk, first grade, who receives in the ascertained average less than ninety per cent., or for the position of Inspector, Fireman or Park Policeman, less than eighty per cent., or for any position less than seventy per cent., shall be placed upon the eligible list."

"No applicant for positions classified in Schedule B, or for professional positions, receiving less than eighty per cent. on the special subjects, shall be placed upon the eligible list."

"No applicant for the position of Fireman or Park Policeman who receives on rules and regulations less than sixty per cent., and on the physical qualifications less than seventy-five per cent., shall be placed upon the eligible list."

"No applicant receiving 0 in any one subject shall be placed upon the eligible list."

RESOLVED: That this Board recommend to the Mayor that the first nine paragraphs of Regulation 16 be stricken out, and the following substituted:

"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 required, and if so, which.

"The Secretary shall thereupon, as soon as practica-
"ble, 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, indi-
"cating such of them, if any, as have been honorably dis-
"charged from the military or naval service of the United
"States in the late war. The certificate of the Secre-
"tary shall, in all cases, state the percentage of the
"maximum obtained by each of the persons certified. If
"the appointing officer shall notify the Secretary of more
"than one vacancy at any time, the Secretary shall certify
"to the appointing officer for appointment or for promo-
"tion, 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.

"The appointing officer shall thereupon fill said
"vacancy or vacancies by the appointment of one or more
"of the persons so certified. Until such appointment
"has been made to all positions for which names have been
"certified, or until said certification has been cancelled,
"no new certification shall be made to fill said vacant
"position or positions. In all cases the vacancies shall
"be so filled within fifteen days after the receipt by
"the appointing power of the names certified by the Secre-
"tary, and the Secretary shall be at once notified by
"the appointing power of the appointments or promotions
"so made. No certification shall be in force for a
"longer period than fifteen days, and at the end of said
"fifteen days such certification shall be cancelled by
"the Secretary, and the Department making the requisition
"shall be notified accordingly.

"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 high-
"est upon the list that would have been certified to him
"had the requisition stated the number of vacancies which
"he actually filled.

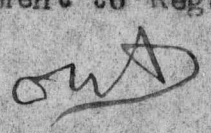
"When a requisition is made for certification to a
"position which has not been classified, or one for which
"no eligible list exists, the Chief Examiner shall report
"to the Commission whether, in his opinion, the qualifica-
"tions demanded have been determined by examination held
"for eligible lists which are on hand. The Commission
"may thereupon order that certification for said position
"shall be made from one of the eligible lists so indicat-
"ed.

"If the appointing officer shall signify that at-
"tainment in one or more of the optional subjects is es-
"sential, the Secretary shall certify the names of the
"three persons whose standing on the denoted optional
"subject is the highest. The Examining Board may, at
"any time, hold a competitive examination to fill a va-
"cancy of this kind, if, in their judgment, the eligible
"list does not contain three persons well qualified to
"fill the vacant position.

"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 re-
"gistry of qualifications and schemes for examination as
"being special positions in respect to such qualifica-
"tions."

RESOLVED: That this Board recommend to the Mayor that
the last clause of Regulation 16 be amended, by striking
therefrom the words "or may hereafter be made pursuant to
"Regulations 32 and 33" on the ground that Regulations 32
and 33 have been stricken out.

Commissioner Schieffelin offered the following amend-
ment to Regulation 16, which was put to vote and lost:

 RESOLVED: That this Board recommend to the
Mayor that Regulation 16 be amended so that but
one name shall be certified for each vacancy.

RESOLVED: That this Board recommend to the Mayor that
Regulation 24 be amended by striking therefrom the last para-
graph and substituting therefor the following:

"No person whose standing on rules and regulations, or
"on the average of the other obligatory subjects, is less
"than sixty per cent., or whose standing on physical
"qualifications is less than seventy-five per cent., or
"whose ascertained average on all is below eighty, shall
"be placed on the eligible lists."

RESOLVED: That this Board recommend to the Mayor that
Regulation 26 be amended, by striking therefrom the last two
paragraphs and substituting the following:

"In examining Firemen and Park Policemen for promotion
"number 11 shall be omitted.

"The standing of applicants for promotion in reference
"to subjects 1, 2, 3, 12, 13 and 14 shall be determined by
"examination. Their standing in reference to subjects
"4, 5, 6, 7, 8, 9, 10, 11, 15 and 16 shall be determined
"by the records of the Department, in which each man's
"conduct and actions shall be entered, and by such addi-
"tional satisfactory information as the Commission or
"Examining Board may deem necessary and pertinent."

RESOLVED: That this Board recommend to the Mayor that
Regulation 31 be amended, by striking therefrom, in the
first and second lines, the following: "Attendants and Or-
"derlies for the City Hospitals and Asylums".

RESOLVED: That this Board recommend to the Mayor that
Regulation 31 be amended by striking therefrom, in line 6,
"addition and subtraction" and substituting therefor "arith-
"metic".

RESOLVED: That this Board recommend to the Mayor that
Regulation 32 be stricken out.

RESOLVED: That this Board recommend to the Mayor that
Regulation 45 be amended by striking therefrom the entire
clause, and substituting therefor the following:

"No person on the eligible list shall be certified
"more than three times to the same appointing officer
"for the same bureau or institution, except at the re-
"quest of said appointing officer, nor shall the name of
"any person remain upon the eligible list for appointment
"or promotion longer than one year from the date on which
"it is entered on such list, unless, in the interest of
"the public service, the Commission shall extend the time

"during which the eligible list upon which his name appears shall be in force.

"The name of any person may be stricken from the eligible list for cause satisfactory to the Commission, to be specified in the Minutes of the Commission, and subject to revision by the Mayor.

"No person, while on the eligible list for any position, shall be allowed to take his or her name off said list for the purpose of entering another examination to increase his or her rating, except at the end of nine months from the date of examination, without the consent of the Commission."

RESOLVED: That Regulation 46 be stricken out as a Regulation, but that a quotation from the statute be printed in the appendix.

The foregoing resolutions are hereby approved.

WLS

Mayor.

NEW YORK,

Dec 30

, 1896.

Dec. 19.

NEW YORK

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The foregoing resolutions are hereby approved.

IN WITNESS WHEREOF

I have hereunto set my hand and the seal of the said Board of Directors at New York, this 19th day of December, 1934.

WILLIAM J. BROWN, President

AT a meeting of the Civil Service Supervisory Board,
Held December 1, 1896, it was


RESOLVED: That this Board recommend to the Mayor the
classification under Civil Service Regulations of the fol-
lowing positions in the Bureau of Street Openings, Law
Department:

SCHEDULE A.
Assistant to Corporation Counsel.

SCHEDULE B.
General Bookkeeper,
Clerk to Bureau of Street Openings,
Clerks.

SCHEDULE P.
Computer of Accounts,
Searcher,
Stenographer & Typewriter.

The foregoing resolution is hereby approved.


Mayor.

NEW YORK, DECEMBER 31, 1896.

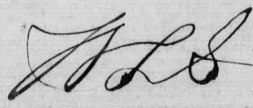
Dec. 1.

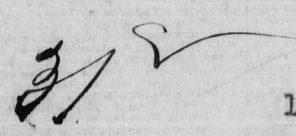
AT a meeting of the New York City Civil Service Commission, held December 30, 1896, it was

RESOLVED: That this Board recommend to the Mayor that Regulation 40 of the Civil Service Regulations be amended to read as follows:

"All appointments made under these regulations except under Schedule G, shall be forwarded to the City Recorder for publication, within five days."

The foregoing resolution is hereby approved.


Mayor.

NEW YORK, 

1896.

AT a meeting of the NEW YORK CITY CIVIL SERVICE COMMISSION, held December 30, 1896, it was

RESOLVED: That the following provisions be added to the Civil Service Regulations:

"The violation of any of the provisions of the Civil Service Act, or of these rules, by any person in the Civil Service of the City shall be considered a good cause for the dismissal of such person from the Service."

"The Commission shall have authority to prescribe such regulations in pursuance of and for the execution of the provisions of these rules, and of the Civil Service Act, as may not be inconsistent therewith, and may prescribe blank forms for all applications, certificates, reports, records and returns required under these rules, and the regulations made in pursuance thereof."

"If the appointing officer shall object to an eligible named in the certificate, stating that, because of some physical defect, mental unsoundness, moral disqualification, or other reason particularly specified, said eligible would be incompetent or unfit for the performance of the duties of the vacant position, and if said officer shall sustain such objection with evidence satisfactory to the Commission, the Commission may certify the eligible on the register whose name stands next below those already certified, in place of the one to whom objection is made and sustained."

"When two or more eligibles on a register have the same average percentage, preference in certification shall be determined by the order in which their applications were filed, but neither priority in the date of application or of examination will give any other advantage in position on the registers of eligibles."

The foregoing resolution is hereby approved.

WLS

Mayor.

NEW YORK, *Dec 31* 1896.

Dec. 30

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

COMMISSIONERS.
EVERETT P. WHEELER, CHAIRMAN.
EDWIN L. GODKIN,
EDMUND RANDOLPH ROBINSON,
CHARLES W. WATSON,
J. VAN VECHTEN OLCOTT,
S. WILLIAM BRISCOE,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, December 31, 1898

Hon. William L. Strong,

Mayor of the City of New York,

City Hall, NEW YORK, N.Y.

Dear Sir:-

I have the honor to enclose herewith, for your approval, amendment to Regulation 40, and the adoption of several of the State Civil Service Regulations to be accepted as Regulations of the Municipal Civil Service Commission.

Respectfully yours,

William Briscoe
Secretary.

(Enclosures.)

Dec 31.



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

COMMISSIONERS.
EVERETT P. WHEELER, CHAIRMAN.
EDWIN L. GODKIN,
EDMUND RANDOLPH ROBINSON,
CHARLES W. WATSON,
J. VAN VECHTEN OLCOTT,
S. WILLIAM BRISCOE,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, January 30, 1897 189

Hon. William L. Strong,
Mayor of the City of New York,
City Hall, NEW YORK, N. Y.

Dear Sir:-

I have the honor to herewith submit, for your approval
the following recommendations of the New York City Civil Service
Commission:

AMENDMENT to Regulation 17, altering form of Certifier's
Certificate.

Amendment to Regulation 18, altering application in
Schedule C to conform to that of the other Schedules; by
providing that certifiers shall not be keepers of liquor
saloons.

Amendment to Regulations, creating additional Regulation,
providing that amendments to Regulations shall not take
effect until twice published in the City Record.

Respectfully,

S. William Briscoe
Secretary.



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

COMMISSIONERS.
EVERETT P. WHEELER, CHAIRMAN.
EDWIN L. GODKIN,
EDMUND RANDOLPH ROBINSON,
CHARLES W. WATSON,
J. VAN VECHTEN OLCOTT,
S. WILLIAM BRISCOE,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, January 8, 1897. 189

Hon. William L. Strong,

Mayor of the City of New York,

City Hall, NEW YORK, N.Y.

Dear Sir:-

I have the honor to enclose herewith, for your approval ,
a proposed additional Regulation, relative to transfers.

Respectfully submitted,

S. William Briscoe
Secretary.

(Enclosure.)

AT a meeting of the New York City Civil Service Commission, held January 12, 1897, it was

RESOLVED: That this Board recommend to the Mayor that the position of Male Cottage Attendant be transferred from Schedule Y to G.

The foregoing resolution is hereby approved.

Samy *12* *H*
NEW YORK, , 1897.

LLS
Mayor.

AT a meeting of the New York City Civil Service Commission, held December 30, 1896, it was

R E S O L V E D : That the following provision be added to the Civil Service Regulations:

"No transfer from one position in the Civil Service of the City to a position in said Service classified in Schedules B, C, D, E or F, shall be allowed without an open competitive examination, unless the person to be transferred shall previously have passed an open competitive examination, equivalent to that required for the position to which he is to be transferred, or unless he shall have served the City with fidelity for at least five years in a similar position.

"Upon the written request of an appointing officer, stating the essential facts in regard to any proposed transfer, the Commission will, if such transfer be in accordance with law and the provisions of these rules, issue its certificate of that fact to such officer.

"All transfers herein authorized shall be made only after the issuance of such certificate."

The foregoing resolution is hereby approved.



Mayor.

NEW YORK, January 12, 1897.



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

COMMISSIONERS.
EVERETT P. WHEELER, CHAIRMAN.
EDWIN L. GODKIN,
EDMUND RANDOLPH ROBINSON,
CHARLES W. WATSON,
J. VAN VECHTEN OLCOTT,
S. WILLIAM BRISCOE,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, January 14, 1897. 189__

Hon. William L. Strong,

Mayor of the City of New York,

No. 6 City Hall, NEW YORK, N. Y.

Dear Sir:-

I have the honor to enclose, herewith, for your approval, the following amendments to Civil Service Regulations, as recommended by the Board at a meeting held January 12, 1897:

Additional regulation, providing that appointing officer shall revoke appointment of a person illegally certified, upon notification by the Commission.

Additional regulation providing that candidates may be required to furnish evidence as to character, additional to the certificates required in the application.

Amendment providing as to height and weight of Keepers, Department of Correction.

Amendment transposing the words "rules" and "regulations" in a previous resolution approved by you.

I also enclose the Monthly Report of the Secretary for December, 1896.

Respectfully,

(Enclosures.)

S. William Briscoe
Secretary.

P. S. I also enclose an amendment to classification of positions, adding thereto "Process Server." S. W. B.



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

COMMISSIONERS.
EVERETT P. WHEELER, CHAIRMAN.
EDWIN L. GODKIN,
EDMUND RANDOLPH ROBINSON,
CHARLES W. WATSON,
J. VAN VECHTEN OLCOTT,
S. WILLIAM BRISCOE,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, January 22, 1897. 189

Hon. William L. Strong,
Mayor of the City of New York,
City Hall, NEW YORK, N. Y.

Dear Sir:-

I have the honor to enclose herewith, for your approval proposed amendments to the Civil Service Regulations, as follows:

AMENDMENT to Regulation 18, providing that the vouchers for candidates under Schedule C, shall not be engaged in the liquor business.

AMENDMENT to Regulation 58, providing that a stenographic record shall be kept of all oral examinations and filed with the examination papers of the candidate.

AMENDMENT to Regulation 68, as to physical re-examination.

Respectfully submitted,

(Enclosures.)

S. William Briscoe
Secretary.



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

COMMISSIONERS.
EVERETT P. WHEELER, CHAIRMAN.
EDWIN L. GODKIN,
EDMUND RANDOLPH ROBINSON,
CHARLES W. WATSON,
J. VAN VECHTEN OLCOTT,
S. WILLIAM BRISCOE,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, July 28, 1896. 189

Mr. W. P. Keating,
No. 54 East 89th Street,
NEW YORK, N. Y.

Dear Sir:-

Replying to your letter of July 27, concerning the position of Auditor in the Fire Department, I am sorry to inform you that there have been no appointments made from the list of Auditor, owing to the fact that the Fire Department were desirous of appointing a certain person to that position, and because he did not obtain the proper position on the list, in fact, failed to pass the examination, the Fire Board decided not to appoint anybody to the position. To overcome the difficulty, the Fire Department appointed a Mr. Jewell to the position of Bookkeeper, which was classified as Exempt, and detailed him to the duties of Auditor, under the title of Bookkeeper.

We notified the Fire Department that the assignment of Mr. Jewell to the duties of Auditor was not consistent with the Civil Service Regulations, and that he could not be employed in that capacity, and we also stopped the payment of Mr. Jewell for services rendered as Auditor.

The Fire Department notified us that they had directed Mr. Jewell to confine himself to the duties of Bookkeeper.

I am keeping this matter in mind, and should be glad to hear from you concerning the case, in any respect.

Yours very truly,

Secretary.

of the day. The day was a very hot one, and the sun was shining
 brightly. The wind was blowing from the south, and the sea was
 very calm. The water was a deep blue color, and the sky was a
 clear, bright blue. The clouds were white and fluffy, and the
 birds were flying in the sky. The children were playing on the
 beach, and the adults were sitting on the grass. The day was a
 very pleasant one, and everyone was enjoying it.

Hon^l W^m L. Strong
Dear Sir

Herewith I send you a letter showing you one of the ways "Civil Service" rules works. In Oct 1895. I was one of two that passed the examination for "Auditor" Fire Dept. and at that time there seemed to be great haste to have the gentlemen vouching for me to sign and return the necessary papers, which caused them to think my chances were sure.

As nothing came however, to place myself right with them I had to explain the why and wherefore.

When a party has passed the necessary examination, and is duly qualified to fill a position, and a Board of Commissioners will not appoint, because they have some one, they prefer that is not qualified, what does Civil Service amount to?

Respectfully

W^m H. Keating

54 - East 89th St

New York January 23^d 1897.

At a meeting of the New York City Civil Service Commission, held January 26, 1897, it was

RESOLVED: That Civil Service Regulation 17 be amended to read as follows:

When a candidate shall have been examined, a circular letter, in the following form, shall be sent by the Secretary to persons who have given recommendation upon his application paper, unless a satisfactory report of their answers shall have been made by the Examiner of Character:

New York City Civil Service Commission,

NEW YORK,189 .

To.....

Sir:

Appended to the application of.....
for a position in the Municipal Service as a
is your general certificate of his (or her) good character and habits.

In addition, to this it is necessary, before he (or she) can be appointed, that satisfactory information regarding his (or her) character, habits and associates, be received DIRECTLY from his (or her) certifiers.

I, therefore, respectfully request you to answer the following questions in writing after each, to sign your name, give your occupation and address at the foot, and return the paper to me at your earliest convenience.

Very respectfully yours,

S. WILLIAM BRISCOE,

Secretary.

CERTIFIER'S STATEMENT.

THIS SHEET SHOULD BE PROMPTLY RETURNED, AS A FAILURE TO RETURN IT WILL BE REGARDED AS A REFUSAL TO CERTIFY TO THE CHARACTER OR COMPETENCE OF THE APPLICANT.

-----ooOoo-----

1. How long have you known the applicant?

2. Has he (or she) ever been employed by you, and if so, when and how long?

(a)

If he (or she) has ceased to work for you, why did he (or she) leave?

(b)

What was the nature of the work done by him (or her)?

(c)

Was his (or her) work satisfactory?

(d)

If not, in what respect was it deficient?

3. What is his (or her) present occupation. State upon whose information you answer.

4. In what other occupations has he (or she) been employed? State upon whose information you answer.

5. What is his (or her) character as to
(a) Honesty?
(b) Trustworthiness?
(c) Habits as to the use of intoxicants?

6. Other things being satisfactory would you, with your knowledge of his (or her) capacity, condition of health, character, associates and habits, employ him (or her) in your own private business, had you occasion for such services as he (or she) desires to render the City?

7. Are you will to allow your answers to the foregoing to be published?

Name,
Occupation,
Address,

The foregoing resolution is hereby approved.

H. D. O'Connell
Mayor.

NEW YORK, January 3, 1897.

W. S. & B. PARAGON LINE
MADE IN U. S. A.

C O P Y .

CITY OF NEW YORK
DEPARTMENT OF DOCKS.

George S. Terry, Secretary.

COMMISSIONERS.
Edward C. O'Brien, Pres.
Edwin Einstein, Treas. John Monks.

NEW YORK, Dec. 24th, 1896.

S. William Briscoe, Esq.,
Secretary N. Y. City Civil Service Board,
Sir:-

As requested by you I transmit herewith memorandum defining the duties of property clerk in this department.

Yours respectfully,

(Signed) GEO. S. TERRY,
Secretary.

(ENCLOSURE.)

DUTIES OF PROPERTY CLERKS.

The property clerk will have charge of the various stores and supplies of the Department, which are kept at West 57th Street Yard. These embrace a great variety of materials, ropes and cordage, paints and coils, great varieties of iron work, spikes, bolts, nuts, washers, etc., tools, crowbars, picks, shovels, hoes, saws, &c. lamps and wicking and rubber boots Etc. etc.

He will have to receive these various articles from Merchants, inspect and record them and store them and then deliver them to various other officers of the Department upon proper requisition. He will have to check the bills not only for quality but also for price and therefore, should have a good knowledge of arithmetic, including fractions of all kinds. He should write a distinct neat hand and should know enough of bookkeeping to keep simple and proper records of the materials received and delivered.

THE NEW YORK PUBLIC LIBRARY
ASTOR LENOX TILDEN FOUNDATION
500 5TH AVENUE
NEW YORK 17, N.Y.

SECRETARY.
() GEO. S. JERRY,
Jr.

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

COMMISSIONERS.
EVERETT P. WHEELER, CHAIRMAN.
EDWIN L. GODKIN,
EDMUND RANDOLPH ROBINSON,
CHARLES W. WATSON,
J. VAN VECHTEN OLCOTT,
S. WILLIAM BRISCOE,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, January 28, 1897. 189__

Hon. William L. Strong,

Mayor of the City of New York,

City Hall, NEW YORK, N.Y.

Dear Sir:-

Relative to the criticism which has been made of the arithmetic paper in the recent examination for Property Clerk, Dock Department, I am instructed by the Commission to forward to you a copy of communication received from the Dock Department under date of January 24, on which the arithmetic paper was based, wherein the Dock Department states that the property clerk "should have a good knowledge of arithmetic, including fractions of all kinds."

Requesting that you give this matter your early attention and notify us what action you desire taken in the matter,
Very respectfully yours,

(Enclosure..)

William Briscoe
Secretary.

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

New York, January 28, 1897.

Hon. Louis F. Haffen,
Comr. Street Improvements, 23d and 24th Wards,
No. 2622 Third Avenue, N.Y.

Dear Sir:-

Replying to your communication of January 26, wherein you request a re-classification of the positions in Schedule F, I desire to inform you that I presented the same to the Commission and was instructed to confer with you relative to the change suggested.

Would it not meet with your approval if the position of Superintendent of Maintenance was transferred from Schedule F to Schedule D, and the position of Assistant Superintendent, which is now classified in Schedule G, be amended to read "Assistant Supt. of Maintenance"?

You also request the classification of the position "General Superintendent of Maintenance" in Schedule F. Considering the foregoing suggestion, would it not be better to classify this position also in Schedule D and grade the three positions as follows,

6th grade,	Assistant Supt. of Maintenance,
7th grade,	Supt. of Maintenance,
8th grade,	Genl. Supt. of Maintenance.

This arrangement of grades would then allow Assistant-Engineers the privilege of promotion. With regard to the other positions named in your letter, I would state that the majority of them are classified in Schedule G, and applicants are not required to undergo a competitive examination.

If you will refer to the classification of positions (page 52) you will find Schedule G, Laborers, with reference to page 32. I herewith inclose an amended classification of the positions in Schedule G.

In regard to creating a separate eligible list of Sewer Laborers, I would respectfully request that you furnish this Commission with your reasons for desiring this separate classification. I think the ground could be covered by your specifying in your requisition the qualifications which the Laborer should possess.

Awaiting your reply, I remain,

Very respectfully yours,
(signed) S. William Briscoe,
Secy.

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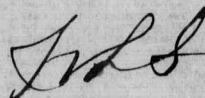
4.

Jan 28

At a meeting of the New York City Civil Service Commission, held January 12, 1897, it was

RESOLVED: That this Board recommend to the Mayor that for the position of Keeper in the Department of Correction the minimum height and weight required be 5 feet 7 inches and 135 pounds; minimum age 18.

The foregoing resolution is hereby approved.



Mayor.

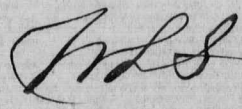
NEW YORK, January 30th, 1897.

AT a meeting of the New York City Civil Service Commission, held January 12, 1897, it was

RESOLVED: That this Commission recommend to the Mayor that Civil Service Regulation 19 be amended by adding thereto the following:

"The burden of proof of good character shall, in all cases, be upon the applicant, who may be required to furnish evidence thereof, additional to the certificates required in the application."

The foregoing resolution is hereby approved.


Mayor.

NEW YORK, January

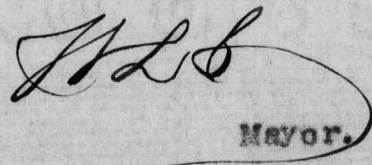
, 1897.

AT a meeting of the New York City Civil Service Commission, held January 12, 1897, it was

RESOLVED: That this Commission recommend to the Mayor that Civil Service Regulation 16 be amended by adding thereto the following:

"If a person who is not entitled to certification is certified and appointed, his appointment shall be immediately revoked by the appointing officer upon notification by the Commission."

The foregoing resolution is hereby approved.


Mayor.

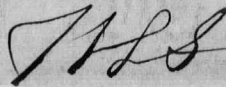
NEW YORK, January 31st, 1897.

AT a meeting of the New York City Civil Service Commission, held January 19, 1897, it was

RESOLVED: That this Commission recommend to the Mayor that Regulation 18 be amended, by adding thereto in line sixteen, after the words "and each of the undersigned further says that he" as follows "is not in any way engaged in "the liquor trade; that he".

FURTHER: That this Commission recommend to the Mayor that Regulation 18 be amended, by adding thereto in line seventeen, after the words "may be made public, and" the following "that he".

The foregoing resolution is hereby approved.



Mayor.

NEW YORK, January 31st, 1897.

AT a meeting of the New York City Civil Service Commission, held January 19, 1897, it was

RESOLVED: That this Commission recommend to the Mayor that Regulation 58 be amended to read as follows:

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

"Whenever an oral examination shall be prescribed
"as part of any scheme of examinations, a stenographic
"record of such oral questions and answers shall be made
"and the transcript thereof shall be preserved with the
"examination papers of the candidate."

The foregoing resolution is hereby approved.

NEW YORK, January 31st, 1897.

WLS
Mayor.

AT a meeting of the New York City Civil Service Commission, held January 19, 1897, it was

RESOLVED: That this Commission recommend to the Mayor that Regulation 68 be amended, by striking out the second clause, and substituting the following:

"No person shall be eligible for appointment for a longer period than one year from the date of his or her latest physical examination. To determine continued eligibility physical examinations of those already registered shall be held according to the needs of the public service. When such re-examination is to be held, each person to be examined shall be notified by mail, in order of his or her registration number, to report upon a fixed day and hour for examination. The names of all who do not report for said examination, and the names of all who are found not qualified as the result of said examination shall be stricken from the eligible list."

RESOLVED: That this Commission recommend to the Mayor that the fourth paragraph of Regulation 68 be stricken out, and added as an additional paragraph to Regulation 67.

The foregoing resolutions are hereby approved.

WLS

Mayor.

NEW YORK, January 30th, 1897.

AT a meeting of the New York City Civil Service Commission, held January 12, 1897, it was

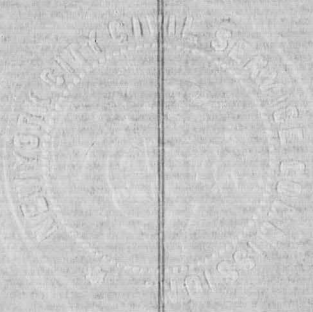
RESOLVED: That this Commission recommend to the Mayor that Schedule F of the classification of positions be amended by adding thereto the position of "Process Server."

The foregoing resolution is hereby approved.

W. L. B.

Mayor.

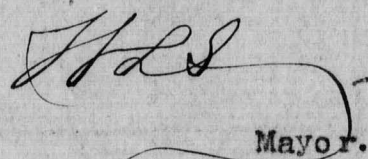
NEW YORK, January 31st, 1897.

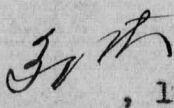


AT a meeting of the New York City Civil Service Commission, held January 5, 1897, it was

RESOLVED: That this Commission recommend to the Mayor that the classification of positions in the Department of Public Charities be amended, by transferring the positions of "Auditor" and "General Bookkeeper" from Schedule A to Schedule B.

The foregoing resolution is hereby approved.


Mayor.

New York, January , 1897.

NEW YORK CITY CIVIL SERVICE COMMISSION

AT a meeting of the New York City Civil Service Commission, held January 5, 1897, it was

RESOLVED: That this Commission recommend to the Mayor that the classification of positions in the Department of Correction be amended by transferring the position of "General Bookkeeper and Auditor" from Schedule A to Schedule B.

The foregoing resolution is hereby approved.

WLS
Mayor.

New York, January *30th*, 1897.

AT a meeting of the New York City Civil Service Commission, held January 5, 1897, it was

RESOLVED: That this Board recommend to the Mayor that Schedule D, Part 1, of the classification of positions in the Board of Aldermen be amended, by adding thereto "CITY SURVEYOR."

RESOLVED: That this Board recommend to the Mayor that Schedule F of the classification of positions in the Board of Aldermen be amended by adding thereto "Stenographer & Typewriter."

The foregoing resolution is hereby approved/

H. L. Shing
Mayor

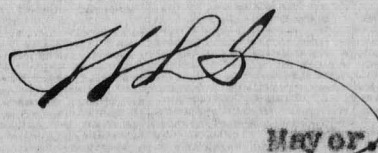
NEW YORK, January 30, 1897.

NEW YORK CITY CIVIL SERVICE COMMISSION
RESOLUTION

At a meeting of the New York City Civil Service Commission, held January 12, 1897, it was

R E S O L V E D : That this Board recommend to the Mayor that the resolution adopted by this Commission at a meeting held December 30, 1896, and providing additional amendments to the Civil Service Regulations, be amended by striking out the word "rules" wherever it may occur and substituting therefor the word "regulations," and by striking out the word "regulations" wherever it may occur and substituting therefor the word "rules."

The foregoing resolution is hereby approved.


Mayor.

NEW YORK, January 31st, 1897.

MONTHLY REPORT OF THE SECRETARY

and

EXTRACTS FROM THE MINUTES OF THE NEW YORK CITY CIVIL SERVICE
COMMISSION.

JANUARY, 1897.

-----ooOoo-----

MEETING OF THE COM MISSION, HELD JANUARY 5, 1897.

RESOLVED: That, whenever the Examining Board, in conformity with the authority conferred upon it by Regulation 22, shall exclude a person from an examination, or from an eligible list, the same shall be mentioned in the Minutes of the Examining Board, and be reported to, and specified in the Minutes of, the Commission.

A communication was submitted from the Chairman, dated January 4, enclosing proposed amendments to Regulations relative to non-competitive examinations. On motion, the same was laid on the table until the next meeting.

A communication, dated January 2, was submitted from the Civil Service Reform Association, submitting certain proposed amendments to the Regulations, which was laid on the table.

The Secretary presented requisitions, certifications, etc. for the past week, which were referred to Commr. Watson.

The Secretary presented the resignation of George N. Messiter, from the Examining Board, which was accepted, with regret.

RESOLVED: That this Board recommend to the Mayor that Schedule F of the classification of positions in the Board of Aldermen be amended by adding thereto "Stenographer and Typewriter."

RESOLVED: That this Board recommend to the Mayor that Schedule D, Part 1, of the classification of positions in the Board of Aldermen be amended by adding thereto "City Surveyor."

RESOLVED: That this Board recommend to the Mayor that the classification of positions in the Department of Correction be amended by transferring the position of "General Bookkeeper and Auditor" from Schedule A to B.

RESOLVED: That this Board recommend to the Mayor that the classification of positions in the Department of Public Charities be amended by transferring the positions of "Auditor" and "General Bookkeeper" from Schedule A to B.

MEETING OF THE COMMISSION, HELD JANUARY 12, 1897.

Robert C. Beatty, of the Corporation Counsel's Office, and John P. Dengler, Stenographer, appeared before the Commission to make statements with reference to lost applications, examination papers, etc. of Richard Burke, and nine others.

Mr. Beatty stated that he had traced the papers as far as Mr. Dengler, who was, apparently, the last person who had them.

Mr. Dengler stated that the papers had been placed in his hands, in order that he might incorporate a copy of them in the minutes, and that when this was done, he returned them to Robert S. Peterson, of the Police Department, from whom he had received them, and that Mr. Peterson gave him back his receipt for same, which receipt Mr. Dengler produced.

Copy in full of statement made was ordered on file.

On motion, the Chairman was requested to confer with the Mayor in this matter, and recommend to him such action as he deemed advisable.

The Secretary was authorized to send a copy of the statement of Messrs. Beatty and Dengler, and other matter he had in evidence, with a letter giving the facts in the case, to President Roosevelt, of the Police Department, with a view to a further investigation, in order to find the papers.

RESOLVED: That this Board recommend to the Mayor that the resolution of this Commission, adopted at a meeting held December 30, 1896, and providing additional amendments to the Civil Service Regulations be amended, by striking out the word "rules" wherever it may occur, and substituting therefor the word "regulations" and by striking out the word "regulations" wherever it may occur, and substituting therefor the word "rules."

RESOLVED: That this Commission recommend to the Mayor that Regulation 16 be amended, by adding thereto:

"If a person who is not entitled to certification is certified and appointed, his appointment shall be immediately revoked by the appointing officer upon notification by the Commission."

RESOLVED: That this Commission recommend to the Mayor that Regulation 16 be amended, by adding thereto:

"The burden of proof shall, in all cases, be upon the applicant, who may be required to furnish evidence thereof, additional to the certificates required in the application."

RESOLVED: That this Board recommend to the Mayor that Schedule F of the classification of positions be amended, by adding thereto the position of "Process Server."

A communication was presented from the Secretary of the Board of Estimate and Apportionment, notifying this Commission that \$30,000. had been allotted for salaries and contingencies, and for pay of Experts and Examiners for 1897.

A communication was presented from the Department of Correction, dated January 8, recommending that the requirements for the position should be, height 5 ft. 7 inches, weight 135 lbs., no tendency to obesity, good eye-sight and hearing; together with a letter from the Chief Examiner, stating that the opinion of the Examining Board was unanimously in favor of requiring such an examination.

RESOLVED: That this Board recommend to the Mayor that for the position of Keeper in the Department of Correction the minimum height and weight required be 5 feet, 7 inches, and 135 lbs; minimum age, 18.

A letter was read from the Civil Service Reform Assn., dated January 2, relative to certain amendments to the Civil Service Regulations. In connection with this, the Chairman offered several resolutions, which were laid on the table until the next meeting.

The Chairman offered the following amendments to the Regulations, and, on motion duly seconded and carried, it was

RESOLVED: That this Commission recommend to the Mayor that Regulation 2 be amended by striking from the first line thereof the words "or other" and adding, after the word "examination" "and not included in Schedule G."

Regulation 4 be amended, by inserting in the first line, after the word "without" the word "competitive".

Regulation 5 be amended, to read as follows:

"Vacancies in positions classified in Schedules B, C, D, E and F not filled by promotion shall be filled by selection from those who have passed highest in open competitive examinations, and for no such position shall any non-competitive examination be allowed. This regulation is without prejudice to the provisions of Regulation 31."

RESOLVED: That this Board recommend to the Mayor that the position of Male Cottage Attendant be transferred from Schedule F to G.

MEETING OF THE COMMISSION, HELD JANUARY 19, 1897.

By invitation, Commissioner Stiles, of the Department of Public Parks, was present at the meeting, in relation to the certification of this Commission to fill the position of

Laborer at the Aquarium. Commissioner Stiles stated that his reasons for rejecting David DeLong one of the Laborers certified, was on account of a serious affliction in his voice which, in his judgment, disqualified him for the position, and, therefore, he did not feel that he had the right to employ him and assign him to work in a position where the service of the City demanded a man physically qualified for the place.

RESOLVED: That, inasmuch as Commission Stiles has certified to this Commission that David DeLong, certified by this Commission for the position of Laborer at the Aquarium is not qualified for the position for which he has been certified, owing to physical disqualifications, which unfit him for the service, the Secretary be instructed to certify the next person on the registration list who is eligible for said position.

RESOLVED: That this Board recommend to the Mayor that Regulation 68 be amended, by striking out the second clause, and substituting the following:

"No person shall be eligible for appointment for a longer period than one year from the date of his or her latest physical examination. To determine continued eligibility physical examinations of those already registered shall be held according to the needs of the public service. When such re-examination is to be held, each person to be ~~registered~~ examined shall be notified by mail, in order of his or her registration number, to report upon a fixed day and hour for examination. The names of all who do not report for said examination, and the names of all who are found not qualified as the result of said examination shall be stricken from the eligible list."

RESOLVED: That the fourth paragraph of Regulation 68 be stricken out, and added as an additional paragraph to Regulation 67.

RESOLVED: That this Board recommend to the Mayor that Regulation 58 be amended, to read as follows:

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

"Whenever an oral examination shall be prescribed as part of any scheme of examinations, a stenographic record of such oral questions and answers shall be made, and the transcript thereof shall be preserved with the examination papers of the candidate."

The Secretary stated that he had been visited by a committee of the Firemen's Association, which had informed him that it was evident to them that unfairness was being shown in the examination for promotion to Chief of Battalion.

Commissioner Olcott stated that he was also well acquainted with certain facts, which were presented to him, that this examination for promotion as conducted by the Fire Department, was unfair, in that favoritism was being shown.

On motion the matter was referred to Commr. Olcott, with

the request that he confer with Commr. Schieffield, of the Fire Department.

RESOLVED: That persons stricken from the eligible list shall be notified to that effect.

RESOLVED: That all persons who entered examination for Fireman prior to January 5, and whose percentage on physical qualifications is below seventy-five, shall not be admitted to the mental examination. Further, that all persons in the examination for Fireman prior to January 5, 1897, whose ascertained average is below eighty per cent. shall not be placed upon the eligible list.

RESOLVED: That a special examination shall be accorded to the Colunteer Firemen of the lately annexed district who have filed proof of their eligibility in accordance with the previous resolution of this Commission, and who have filed application, shall be notified for examination regardless of the date of filing application.

RESOLVED: That an examination shall be ordered for the position of Janitor, and that all applications on file for the positions of Janitor, Watchman and Gate-Keeper shall be given notice of said examination. Further; that the Secretary be authorized in filling requisitions for Watchman, Janitor or Gate-Keeper to certify from the eligible list resulting from aforesaid examination.

A letter was read, addressed to President Roosevelt, of the Police Department, relative to the missing examination papers of Richard Burke and others, and enclosing statements, affidavits, etc., relating to the case.

The classification of positions in the Board of Education was presented, and referred to Commissioner Watson.

RESOLVED: When requisition is made to fill the position of Cottage Attendant (Male) certification shall be made from the present eligible list for that position until the same is exhausted or has expired, and when said list is either exhausted or has expired, certification shall be made from the registration list of Cleaner."

RESOLVED: That this Board recommend to the Mayor that Regulation 18 be amended, wherein it refers to the voucher's statement in the application for Fireman and Park Policeman, by adding, after the words "each of the undersigned further "says that he" as follows: "is not a keeper of a liquor saloon; that he".

Further; by adding after the words "may be made public "and" the following "that he".

MEETING OF THE COMMISSION, HELD JANUARY 26, 1897.

The Chairman stated that the Corporation Counsel had complained to him that the arithmetic papers in the examination for Copyist, Law Department, were too severe.

The Chief Examiner stated that, in the examination for Law Copyist, every candidate who passed on the technical paper, passed on the clerical also.

RESOLVED: That the Secretary be instructed to write to the Corporation Counsel that all who passed the technical paper passed the clerical examination, and that the Commission had come to the conclusion in consequence not to order a re-examination, but that their intention is, in future, to make the arithmetic papers more simple in that class of positions.

The Chairman stated that the Mayor had spoken to him of the severity of the arithmetic papers in the examination for Property Clerk, Dock Department.

The Chief Examiner stated that these had been made severe on a letter from the Dock Department, requesting that the arithmetic paper cover the whole ground of fractions.

On motion, the Secretary was instructed to forward to the Mayor a copy of this letter of the Dock Department.

Commissioner Olcott reported that the Fire Department, under date of January 22, had forwarded to this Commission the examination papers for promotion to Chief of Battalion, which had been referred to him, as he had the matter under investigation; that he had conferred with President Sheffield and Commissioner Sturgis in the matter, and that the Fire Department was willing to forward to this office the records, examinations, etc. on which they based their ratings.

RESOLVED: That Civil Service Regulation 17 be amended to read as follows:

When a candidate shall have been examined, a circular letter, in the following form, shall be sent by the Secretary to persons who have given recommendation upon his application paper, unless a satisfactory report of their answers shall have been made by the Examiner of Character:

NEW YORK CITY CIVIL SERVICE COMMISSION,

NEW YORK,189 .

To.....

Sir---Appended to the application of.....
for a position in the Municipal Service as a.....
is your general certificate of his (or her) good character
and habits.

In addition to this it is necessary, before he (or she) can be appointed, that satisfactory information regarding his (or her) character, habits and associates, be received directly from his (or her) certifiers.

1, therefore, respectfully request you to answer the following questions in writing after each to sign your name, give your occupation and address at the foot, and return the paper to me at your earliest convenience.

Very respectfully yours,
S. WILLIAM BRISCOE,
Secretary.

CERTIFIER'S STATEMENT.

This sheet should be promptly returned, as a failure to return it will be regarded as a refusal to certify to the character of competence of the applicant.

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1. How long have you known the applicant?
2. Has he (or she) ever been employed by you, and if so, when and how long?
 - (a)
If he (or she) has ceased to work for you, why did he (or she) leave?
 - (b)
What was the nature of the work done by him (or her)?
 - (c)
Was his (or her) work satisfactory?
 - (d)
If not, in what respect was it deficient?
3. What is his (or her) present occupation? State upon whose information you answer.
4. In what other occupations has he (or she) been employed? State upon whose information you answer.
5. What is his (or her) character as to
 - (a) Honesty?
 - (b) Trustworthiness?
 - (c) Habits as to use of intoxicants?
5. Other things being satisfactory would you, with your knowledge of his (or her) capacity, condition of health, character, associates and habits, employ him(or her) in your own private business, had you occasion for such services as he (or she) desires to render the City?
7. Are you will to allow your answers to the foregoing to be published?

Name,
Occupation,
Address,

No person from whom recommendations are required shall be appointed to any position for which an examination is necessary unless satisfactory answers are returned to these
(6)

questions by at least two of the persons who have given such recommendations, or unless a satisfactory report of their answers shall have been made by the Characted Examiner."

RESOLVED: That this Commission recommend to the Mayor the adoption of the following provision as an additional regulation:

"No amendment to these regulations shall take effect until it has been printed for distribution and twice published in the City Record."

RESOLVED: That when amendments are made to the Regulations, printed slips, containing copies of same, shall be forwarded to the several heads of the City Departments.

RESOLVED: That the pending propositions for amendments to the Regulations and others that may be presented before the printing of the new edition of the Regulations, be presented to the Mayor with the amendment to the Regulations mentioned above.

With reference to the question of the grading of salaries in engineering positions, the Chairman submitted reports on the subject, and recommended that the suggestions of Charles Warren Hunt be adopted.

On motion of Commissioner Watson, the matter was referred to the Secretary, to make a computation of how existing salaries would be effected by proposed change.

RESOLVED: That, when the pending classification is complete it be transmitted to the New York Civil Service Commission for approval, and that, thereafter, no amendment to the classification shall take effect until approved by said Commission.

Commissioner Watson submitted a proposed preamble and resolution, relative to communications received from the Civil Service Reform Association, regarding non-competitive examinations, which were laid on the table on request of Chairman Wheeler.

The question of promotions, laid on the table at the previous meeting, was then considered.

It was the opinion of the Commission that Regulation 51 provides that it shall be within the power of the appointing officer to determine whether there are any persons in the next lower grade fit to perform the duties of the vacant position, and so on throughout all grades. Further, that Regulation 52 provides that should any of the persons in the next lower grade be determined fit for promotion, then all persons in the same grade shall be certified to this Commission, with a record of their previous service.

The Secretary was directed to enforce strictly the requirements of Regulation 52, especially the paragraphs in regard to certificates from the Departments, and that these papers should be filed with the examination papers and be a part of same.

A communication was presented from the Health Department, dated January 25, requesting that Alonzo Blauvelt, M.D., Assistant Chief Inspector of Contagious Diseases be granted an examination for promotion to the position of Chief Medical School Inspector.

RESOLVED: That the above application be granted, and that an examination be held for promotion from the position of Assistant Chief Inspector of Contagious Diseases to Chief Medical School Inspector.

The Secretary presented a certification from the Department of Public Works, dated January 19, giving notice of the promotion of three laborers to the position of Calker.

The Secretary was directed to inform the Department of Public Works that said Laborers would not be eligible for promotion ~~until they passed a trade examination for Calker~~ until they passed a trade examination for Calker, and was directed to hold such an examination.

MEETING OF THE COMMISSIONERS, HELD JANUARY 30, 1897.

A letter was read from the Mayor, dated January 29, enclosing a copy of letter from Francis M. Scott, Counsel to the Corporation, dated January 28, relative to the issue raised in the proceedings entitled, "The People ex rel Burke, vs. The Civil Service Comm."

The Chief Examiner called the attention of the Board to the recent examination of Orderlies and Inspectors, and also submitted a letter from the Assistant Examiners, who reported that the applicants complained of the examination, inasmuch as they were not performing the duties as defined in the questions given in the examination; some of the candidates stating that they were acting as Firemen, Electricians or as Machinists.

The Secretary was instructed to communicate with the Department of Public Charities, and inform them of the facts which developed from this examination, and to write a general letter concerning same.

A letter was read from the Labor Clerk, informing the Commission that, of 900 persons notified to secure Laborers on an emergency gang for the removal of snow and ice, only about two hundred actually accepted, and many of them failed to report after accepting, and presented the following resolutions for the consideration of the Board, which he thought would relieve matters.

RESOLVED: The Labor Clerk is hereby authorized to certify the name of any person registered on the list for Laborer who is willing to accept temporary employment during the winter months for the removal of snow and ice. Further, that applications for this service must be made at the Labor Bureau. Certification shall be made in the order of application. Further, that such employment shall not be made permanent, and shall last only during such period as the emergency requires.

The resolution as submitted was approved.

The Secretary stated that he had prepared the brief of the statistical report for the year 1896, and had forwarded the same to the Chairman.

A communication was read from G. A. Schurmann, dated January 28, requesting the Commission to grant him a re-examination upon the arithmetic paper given in the examination for Property Clerk, as, in his opinion, the examples given to be solved, were too difficult for the requirements of the position, and the cause of his failure to pass.

The Secretary stated that in an interview with the Mayor, he desired that the Commission should be informed that, in his opinion, the paper given in arithmetic for the position of Property Clerk was wholly improper, being entirely too difficult and not fitted for the position in connection with which they were given, and desired the Commission to reconsider the same.

RESOLVED: That, in consideration of the preamble and message from the Mayor the candidates in the examination for the position of Property Clerk be accorded a re-examination on the arithmetic paper.

Mr. Schiesselin reported that, after due consideration of the certification of eligibles upon a requisition where special qualifications were called for in the Labor Bureau, (which matter had been referred to him) he desired to state that, in his opinion, all candidates should be informed of the desirability of stating in full their previous occupations, and he thought notes of same should be made upon the application.

The Secretary was instructed to draft such a note.

The following mental examinations were held during the month:

Law Copyist, Property Clerk (Dock Department), Assistant Disinfector, General Bookkeeper Dept. of Public Works (Promotion) Contract Clerk Dept. of Public Works (Promotion) Fourth Grade Clerk Dept. of Public Works (Promotion), Medical School Inspector, Inspector Dept. of Public Charities, Orderly, Dept. of Public Charities, Second Grade Clerk (Dock Dept. Promotion) Medical Bath Attendant (Female) Dept. of Public Charities, Gardener.

The following physical examinations were held during the month:
Keeper.

The above examinations may be divided as follows:

MENTAL (Competitive)	330
PHYSICAL, "	<u>116</u>
	452

The following eligible lists were prepared during the month:

POSITION.	NO. EXAMINED.	NO. ON LIST.
Nurse,	3	3
House Physician,	8	3
Inspector of Pier Building,	17	9
Matron,	21	19
Nurse,	6	4
Assistant Apothecary,	3	0
Clerk, Building Department,	79	14
Assistant Disinfector,	22	13
Law Copyist,	11	3
Inspector of Masonry,	26	13
Hospital Orderly,	43	32
	<u>239</u>	<u>113</u>

Appointments, etc. during the month were as follows:

Appointments,60
Resignations,26
Dismissals,19
Promotions,	3
Transfers,	3
Reinstatements,	3
Temporary Appointments,13

LABOR BUREAU.

Applications on file,	11,804
Applications filed during the month,	556
Appointments,	18
Resignations,	15
Promotions,	3
Reinstatements,	6
Examined at Trade School,	40

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MONTHLY REPORT OF THE SECRETARY
and
EXTRACTS FROM THE MINUTES OF THE NEW YORK CITY CIVIL SERVICE
COMMISSION.

NEW YORK, DECEMBER, 1896 .

MEETING OF THE COMMISSION, HELD DECEMBER 1, 1896.

The matter of representation of the Board at the weekly meetings of heads of Department was discussed, and the Secretary directed to arrange each week so that one of the Commissioners be present.

The Secretary submitted a list of Volunteer Firemen in the Annexed District, for whom a special examination has been ordered. On motion of Commr. Schieffelin, it was:

RESOLVED: That each person on said list be notified of such examination, and be informed that applications, for which no fee is charged, may be obtained at this office.

A letter, dated Nov. 30, from Manager of the New York Trade School, was presented, in answer to communication of this Board of the 27th ult., stating that the Trade School could examine Pipe Calker, Plasterer, Plumber, Metal Roofer and Tinsmith, and referring to the Webb Ship Building Academy for examinations for Ship Builders and Ship Calkers, and to the Pratt Institute of Brooklyn, for Woodworkers and Machinists.

RESOLVED: That the Secretary be directed to hold Trade School examinations in future for the positions of Pipe Calker, Plasterer, Plumber, Metal Roofer and Tinsmith.

The Secretary was instructed to communicate with the institutions mentioned above, and report to the Board.

The Secretary submitted a proposed classification of positions in the Board of Education,, but stated that same was not yet complete, owing to his lack of knowledge as to the duties attached to the various positions.

The matter was referred back to the Secretary and Chief Examiner.

The Secretary stated that he had conferred with Henry DeForest Baldwin, Attorney to the Corporation Counsel, relative to the classification of the Bureau of Street Openings, and stated that the following classification met with the approval of Mr. Baldwin, of the Bureau of Street Openings, Law Department.

SCHEDULE A.
Assistant to Corporation Counsel.

SCHEDULE B.
General Bookkeeper,
Clerk to Bureau of Street Openings,
Clerks.

SCHEDULE F.
Computer of Accounts,
Searcher,
Stenographer & Typewriter.

On motion, duly seconded and carried, it was

RESOLVED: That the previous classification, which was presented to the Mayor, be withdrawn, and the above classification substituted.

MEETING OF THE COMMISSION, HELD DECEMBER 8, 1896.

Commissioner Olcott reported that Dr. Fisher had accepted the position of Expert, to prepare and rate the papers in the examination for Medical Examiner of the Civil Service Board, and that Dr. Charles A. Leale had declined, and recommended that an associate be secured to aid Dr. Fisher in conducting the examination.

The report of Commissioner Olcott was accepted, and he was requested to act upon his suggestions.

A letter was read from the Police Department, informing the Commission that the Police Board has no further report to make relative to the matter of Sanitary Police.

On motion of Commissioner Olcott, the matter was referred to the Corporation Counsel, with the request that he express his opinion thereon.

A letter was read from Mr. James S. Knowles, complimenting the Commission upon the examination held for General Inspector, Department of Public Charities, in which he was a candidate. The same was ordered on file.

The Secretary stated that Mr. Abraham Gruber had visited the office, and that he was shown all courtesypossible, and given copies of examination papers which had been used in past examinations, and other information as he desired. Further, that Mr. Gruber was very much surprised to learn that mechanics were given a trade examination, he being of the impression that they were examined on geography, history and general intelligence. Mr. Gruber stated that he considered the system of examining mechanics practically was just the right thing, and that the questions given in the competitive examinations were most fair.

The Secretary reported that it would be of advantage to the office as well as to the other City Departments if he were authorized to strike the name of a person from the eligible list who failed to appear when notified.

RESOLVED: That the recommendation of the Secretary be approved, and, in future, any one failing to report, when properly notified, for appointment, shall be stricken from the eligible list and notified to that effect.

A communication was read from the Pratt Institute and from the Webb Ship Building Academy, relative to holding trade examinations for Machinists, Ship Builders, etc., stating that they would be pleased to make arrangements with this Commission to examine candidates.

The Secretary was instructed to visit the above institutions and report as to what arrangements could be made.

RESOLVED: That the positions of Tinsmith and Roofer (Slate & Metal) be merged into one eligible list, and registered according to date of application.

The Secretary informed the Commission that Colonel Cruger, of the Department of Public Parks, had stated that he had thought it would be improper for the services of Mr. Woodman, Supt. of Supplies and Repairs, to be continued, unless he passed the required Civil Service examination.

The Secretary was instructed to inform Mr. Woodman that this Board did not feel justified in postponing his examination for a date later than January 1.

The Secretary informed the Commission that Secretary Angle and Chief Examiner Fowler, of the New York Civil Service Commission, had visited the office, with a view to adopting the card index system, as used by this Commission.

A letter was read from the Finance Department, dated December 8, relative to the Messenger in the Bureau for Collection of Arrears and Assessments, etc., requesting the Commission to classify the same as exempt from Civil Service examination.

The Secretary read a previous communication from the Finance Department, relative to the same subject and informed the Commission that six names had been certified to the Finance Department, five of which were veterans, four of which had declined to accept the position, and the fifth person the Comptroller did not care to appoint for the reason which he gave in his communication of December 3, "I am reluctant, from a personal acquaintance with Mr. Michael F. Kelly, to appoint him to said position."

It was the opinion of the Commissioners that the Comptroller was not called upon to appoint Mr. Kelly under the conditions, as the veteran law did not require appointment when it was determined from a man's character, he was not fitted for the position, under the existing conditions.

The Secretary was instructed to inform the Comptroller

to that effect, and, further, that if the Comptroller appointed the remaining civilians on the certification, the pay roll containing same would be approved by this Commission.

A letter was read from the Law Department, dated December 12, in response to our previous communication, asking for the opinion of the Corporation Counsel as to Chapters 567 and 569 of the Laws of 1895, concerning the sanitary police squad.

It was the opinion of the Corporation Counsel that the establishment of fitness of officers for appointment to the sanitary squad, Board of Health, must be conducted under the provisions of Chapter 567, under the Civil Service Commission of the City.

The Secretary was instructed to communicate with the Police Board relative to the matter, and enclose a copy of the opinion of the Corporation Counsel. Further, that the attention of the Chief Examiner be called to the action of the Board in this matter, and that a general report be made to this Commission, at the next meeting.

The Secretary informed the Commission that he had received a telephone communication from Commissioner Olcott reporting that he was present at the meeting of the Board of Estimate and Apportionment, and that he had informed the Committee that, owing to their request that all economy possible would be considered, the Civil Service Commission had reconsidered their application for \$35,000., and owing to recent changes in the system for this office, thought that the Commission could exist on \$30,000. for the coming year, and that that amount had been appropriated.

A communication was read from Hon. Stevenson Constable, dated December 14, stating that the position of General Building Inspector could be abolished owing to the recent sub-divisions.

RESOLVED: That Schedule D, of the classification of positions in the Building Department be amended by striking therefrom "Building Inspector."

The Secretary read a communication from Supt. Constable, of the Department of Buildings, in response to a communication of this Department, requesting that he would communicate with this Board as to the subject matter and scope of examinations in his Department, stating that he wished to keep as free as possible from any direction of the examinations, and desired only to suggest the main features of the requirements of the work.

MEETING OF THE COMMISSIONERS, HELD DECEMBER 19, 1896.

RESOLVED: That this Board recommend to the Mayor that wherever the words "Supervisory Board" occur in the Regulations they be stricken out, and the word "Commission" substituted.

RESOLVED: That this Board recommend to the Mayor that wherever the word "Board" occurs in the Regulations, referring to the Supervisory Board, the word "Commission" be substituted.

RESOLVED: That this Board recommend to the Mayor that Regulation 2 be amended by striking out, in paragraph 8, Schedule E, the words "Orderlies and Attendants in the City Hospitals and Institutions of Corrections."

RESOLVED: That this Board recommend to the Mayor that Regulation 7 be amended by adding at the end thereof the following:

"If the position to be filled be that of Apothecary or Druggist, that the applicant is duly registered according to law, and that any other statutory requirements have been complied with."

RESOLVED: That Regulation 8 be amended, by striking therefrom the second paragraph, and substituting the following:

"In all examinations for professional positions or positions requiring technical knowledge, no person shall be placed upon the eligible list who obtains a rating in technical knowledge of less than eighty.

"Nor shall any person be placed upon an eligible list who obtains a rating of 0 upon any one subject."

RESOLVED: That this Board recommend to the Mayor that Regulation 14 be amended in paragraph 1, line 4, by striking out the words "Supervisory Board" and substituting the words "members of the Commission" and by striking out the words "the Secretary, Chief Clerk, Assistant".

RESOLVED: That this Board recommend to the Mayor that Regulation 14 be amended, by striking therefrom the last sentence of the third paragraph, and substituting the following:

"No applicant for the position of Clerk, first grade, who receives in the ascertained average less than ninety per cent., or for the position of Inspector, Fireman or Park Policeman, less than eighty per cent., or for any position less than seventy per cent., shall be placed upon the eligible list."

"No applicant for positions classified in Schedule B, or for professional positions, receiving less than

"eighty per cent. on the special subjects, shall be placed upon the eligible list.

"No applicant for the position of Fireman or Park Policeman who receives on rules and regulations less than sixty per cent., and on the physical qualifications less than seventy-five per cent., shall be placed upon the eligible list."

"No applicant receiving 0 in any one subject shall be placed upon the eligible list."

RESOLVED: That this Board recommend to the Mayor that the first nine paragraphs of Regulation 16 be stricken out, and the following substituted:

"Whenever a vacancy shall occur within any grade of any clause 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 required, 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. The certificate of the Secretary shall, in all cases, state the percentage of the maximum obtained by each of the persons certified. If the appointing officer shall notify the Secretary of more than one vacancy at any 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.

"The appointing officer shall thereupon fill said vacancy or vacancies by the appointment of one or more of the persons so certified. Until such appointment has been made to all positions for which names have been certified, or until said certification has been cancelled, no new certification shall be made to fill said vacant position or positions. In all cases the vacancies shall be so filled within fifteen days after the receipt by the appointing power of the names certified by the Secretary, and the Secretary shall be at once notified by the appointing power of the appointments or promotions so made. No certification shall be in force for a longer period than fifteen days, and at the end of said fifteen days such certification shall be cancelled by the Secretary, and the Department making the requisition shall be notified accordingly.

"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.

"When a requisition is made for certification to a
"position which has not been classified, or one for which
"no eligible list exists, the Chief Examiner shall report
"to the Commission whether, in his opinion, the qualifi-
"cations demanded have been determined by examination held
"for eligible lists which are on hand. The Commission may
"thereupon order that certification for said position shall
"be made from one of the eligible lists so indicated.

"If the appointing officer shall signify that at-
"tainment in one or more of the optional subjects is es-
"sential, the Secretary shall certify the names of the
"three persons whose standing on the denoted optional sub-
"ject is the highest. 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.

"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 regis-
"try of qualifications and schemes for examination as be-
"ing special positions in respect to such qualifications."

RESOLVED: That this Board recommend to the Mayor that
the last clause of Regulation 16 be amended, by striking
therefrom the words "or may hereafter be made pursuant to
"Regulations 32 and 33" on the ground that Regulations 32
and 33 have been stricken out.

RESOLVED: That this Board recommend to the Mayor that
Regulation 24 be amended by striking therefrom the last para-
graph and substituting therefor the following:

"No person whose standing on rules and regulations, or
"on the average of the other obligatory subjects, is less
"than sixty per cent., or whose standing on physical
"qualifications is less than seventy-five per cent., or
"whose ascertained average on all is below eighty, shall
"be placed upon the eligible list."

RESOLVED: That this Board recommend to the Mayor that
Regulation 26 be amended, by striking therefrom the last two
paragraphs and substituting the following:

"In examining Firemen and Park Policemen for promo-
"tion, number 11 shall be omitted.

"The standing of applicants for promotion in refer-
"ence to subjects 1, 2, 3, 12, 13 and 14 shall be deter-
"mined by examination. Their standing in reference to

"subjects 4, 5, 6, 7, 8, 9, 10, 11, 15 and 16 shall be determined by the records of the Department, in which each man's conduct and actions shall be entered, and by such additional satisfactory information as the Commission or Examining Board may deem necessary and pertinent"

RESOLVED: That this Board recommend to the Mayor that Regulation 31 be amended, by striking therefrom, in the first and second lines, the following: "Attendants and Orderlies for the City Hospitals and Asylums."

RESOLVED: That this Board recommend to the Mayor that Regulation 31 be amended by striking therefrom, in line 6, "addition and subtraction" and substituting therefor "arithmetic".

RESOLVED: That this Board recommend to the Mayor that Regulation 32 be stricken out.

RESOLVED: That this Board recommend to the Mayor that Regulation 45 be amended by striking therefrom the entire clause, and substituting therefor the following:

"No person on the eligible list shall be certified more than three times to the same appointing officer for the same bureau or institution, except at the request of said appointing officer, nor shall the name of any person remain upon the eligible list for appointment or promotion longer than one year from the date on which it is entered on such list, unless, in the interest of the public service, the Commission shall extend the time during which the eligible list upon which his name appears shall be in force.

"The name of any person may be stricken from the eligible list for cause satisfactory to the Commission, to be specified in the Minutes of the Commission, and subject to revision by the Mayor.

"No person, while on the eligible list for any position, shall be allowed to take his or her name off said list for the purpose of entering another examination to increase his or her rating, except at the end of nine months from the date of examination, without the consent of the Commission."

RESOLVED: That Regulation 46 be stricken out as a Regulation, but that a quotation from the statute be printed in the appendix.

Commissioner Watson stated that Hon. Andrew D. White, had recommended Stephen S. Burt, M.D., for the position of Medical Examiner to the Commission.

RESOLVED: That Dr. Stephen S. Burt be employed as Expert in the next examination requiring the services of a physical, in order that the Commission may test his ability.

RESOLVED: That the salary of Mamie Cadley, Computing Clerk, be increased from \$900. to \$1,000. per annum, to take effect December 1, 1896.

RESOLVED: That the salary of George H. Eberle, Record Clerk, be increased from \$480. to \$600. per annum, to take effect December 1, 1896.

The Chairman stated that he had conferred with the Mayor relative to the position of Building Inspector of Iron and Steel Construction; that the salary of this position had been raised to \$2,500. per annum, and that both the Mayor and the Building Superintendent desired a much higher class of men than those heretofore certified. The Chairman stated that this examination should be well advertised, and that it would seem advisable to secure the services of an expert to assist in the preparation of the questions for the first examination:

RESOLVED: That John Bogert, of No. 50 Wall Street, be employed as Expert to assist our Examiners in the preparation of the questions for the first examination for Building Inspector of Iron and Steel Construction.

The Secretary was instructed to see that the position and salary were well advertised, in order to secure proper competition.

The Chairman stated that he had conferred with the Mayor, relative to the classification of the Board of Education under Civil Service Regulations; that the Mayor had stated that the question of the bearing of the Constitutional Amendment on the Board of Education was now in the hands of the Corporation Counsel for opinion, but that the Mayor desired this Board to consider the question in the meantime; that the Mayor had stated that there was no objection to drawing from our lists for all clerical positions, but as to Teachers he thought they might be examined by the Board of Education as now, but under the supervision and regulations of this Commission.

The matter was laid on the table for further consideration.

The Secretary reported that he had seen the Mayor with reference to the classification of the Bureau of Street Openings, Law Department, under Civil Service Regulations, but that no action had, as yet, been taken.

The Secretary was instructed to see the Corporation Counsel in the matter.

RESOLVED: That a sub-committee of two be appointed, whose duty it shall be, from time to time, to go over with the Secretary any communications which he thinks unnecessary to bring before the full Board, and to take such action respecting them as they shall deem expedient. (9)

The Chairman appointed Messrs. Watson and Cutting as such Sub-Committee.

A letter was submitted from the Department of Docks, dated December 10, requesting a certification for the position of Property Clerk.

RESOLVED: That this Board recommend to the Mayor that Schedule B of the classification of the Department of Docks be amended by adding thereto "Property Clerk."

The Secretary presented a communication dated December 18, from William H. Kipp, Chief Clerk, in response to letter of this Board of the 16th instant, stating that he would place such letter before the Police Board at their next meeting.

The Secretary reported that the Mayor had approved the resolutions of the Commission abolishing the position of "Building Inspector," and merging the position of Roofer (Slate and Metal) with Tinsmith.

RESOLVED: That the requirements of residence be suspended in case of all applicants for the position of Inspector in the Building Department.

The Secretary read a circular letter to heads of Department, relative to Regulation 36, on probation, which the Board had ordered.

A letter, dated December 19, from the Health Department, was presented, stating that the Board of Estimate and Apportionment had inserted in their appropriation for 1897 a sum sufficient to pay one hundred and fifty inspectors for Schools, and requesting the classification of the positions of Chief Medical School Inspector and Medical School Inspector, the former to be filled by promotion of Medical inspectors in the Bureau of Contagious Diseases.

RESOLVED: That this Board recommend to the Mayor that Schedule D, Part 1, of the classification of positions in the Health Department be amended, by adding thereto "Chief Medical School Inspector."

RESOLVED: That this Board recommend to the Mayor that Schedule D, Part 1 of the classification of positions in the Health Department be amended, by adding thereto the position of "Medical School Inspector."

RESOLVED: That the request of the Health Department that Medical Inspectors shall be eligible for promotion to the position of Chief Medical School Inspector, after proper examination, etc., be granted.

RESOLVED: That persons who have served in the capacity of Medical Inspector in the Health Department be eligible for transfer or re-appointment, under Regulation 39, to the position of Medical School Inspector.

RESOLVED: That persons who are on the eligible list for Medical Inspector shall be eligible for certification to the position of Medical School Inspector.

RESOLVED: That the resolution of this Commission, adopted July 8, 1896, debarring persons receiving pensions from the City Government from making application, be amended to read as follows:

RESOLVED: That a person retired from employment in any Department in the City Government, and who is receiving a pension from the City Government for his services to that Department, shall not be allowed to apply for a position in the Civil Service, unless he shall execute an agreement releasing the City from all claim for such pension during the continuance of his employment.

MEETING OF THE COMMISSION, HELD DECEMBER 29, 1896.

RESOLVED: That this Board recommend to the Mayor that Mildred C. Smith and Margaret H. White be appointed Assistant Examiners in the office of the New York City Civil Service Commission, at a salary of \$900. per annum, to date January 1, they standing respectively first and second on the eligible list for said position.

The Secretary submitted a re-arrangement of the Regulations, as prepared by him, which was referred to Commr. Cutting for consideration.

A communication was presented from the Labor Clerk, dated December 29, relative to fixing an age limit for applicants under Schedule C, stating, among other things, that the criticism had been made that many of the laborers recently certified to the Park Department for the snow gangs were not physically capable of performing the work.

RESOLVED: That the Secretary be requested to confer with the proper officers in the Park Department, and get the exact statement of fact as to whether and how many of these men were physically incompetent.

The Secretary reported that the Corporation Counsel had approved the classification under Civil Service Regulations of the Bureau of Street Openings, and had stated that he would communicate with the Mayor, urging him to approve the same.

The Secretary presented a voucher of Dr. Edward K. Dunham for \$30., for services as Expert, which the Board approved.

MEETING OF THE COMMISSION, HELD DECEMBER 30, 1896.

Commissioner Cutting presented the examination questions which were referred to him, stating that he had made recommendation upon the questions where he thought it advisable to make suggestions, and that the suggestions which he had made were largely where, in his opinion, too many questions had been asked. Further, he desired to report that he had examined the new arrangement of the Regulations, and, with one or two changes, approved the same.

The Secretary was instructed to write the New York Civil Service Commission to the effect that this Commission deemed it advisable to rearrange the Regulations of the City of New York, and desired to have their approval of such action.

The question of non-competitive examinations was then discussed, and several resolutions offered, but no final action taken. The matter was laid over for further consideration.

RESOLVED: That this Board recommend to the Mayor that Regulation 40 of the Civil Service Regulations be amended, to read as follows:

"All appointments made under these regulations, except under Schedule G, shall be forwarded to the City Record for publication within five days."

RESOLVED: That this Board recommend to the Mayor the adoption of the following amendments to the Regulations:

1. "The violation of any of the provisions of the Civil Service Act or of these rules by any person in the Civil Service of the City shall be considered a good cause for the dismissal of such person from the service."

2. "The Commission shall have authority to prescribe such regulations in pursuance of and for the execution of the provisions of these rules, and of the Civil Service Act, as may not be inconsistent therewith, and may prescribe blank forms for all applications, certificates, reports, records and returns required under these rules, and the regulations made in pursuance thereof."

3. "If the appointing officer shall object to an eligible named in the certificate, stating that, because of some physical defect, mental unsoundness, moral disqualification, or other reason particularly specified, said eligible would be incompetent or unfit for the performance of the duties of the vacant position, and if said officer shall sustain such objection with evidence satisfactory to the Commission, the Commission may certify the eligible on the register whose name stands next below those already certified, in place of the one to whom objection is made and sustained."

"When two or more eligibles on a register have the

MEETING OF THE COMMISSION, HELD DECEMBER 30, 1896.

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"When two or more eligibles on a register have the

"same average percentage, preference in certification shall be determined by the order in which their applications were filed, but neither priority in the date of application or of examination will give any other advantage in position on the registers of eligibles."

4. "No transfer from one position in the Civil Service of the City to a position in said service classified in Schedules B, C, D, E or F, shall be allowed without an open competitive examination, unless the person to be transferred shall previously have passed an open competitive examination, equivalent to that required for the position to which he is to be transferred, or unless he shall have served the City with fidelity for at least five years in a similar position.

"Upon the written request of an appointing officer, stating the essential facts in regard to any proposed transfer, the Commission will, if such transfer be in accordance with law and the provisions of these rules, issue its certificate of that fact to such officer.

"All transfers herein authorized shall be made only after the issuance of such certificate.

The Secretary stated that the Mayor desired the Commission to classify the subpoena service in the office of the Commissioner of Jurors.

The Secretary was instructed to prepare such a classification, and submit same at the next meeting.

RESOLVED: That this Board recommend to the Mayor that the eligible lists of Pipe Fitter and Steam Fitter be merged under the title "Pipe & Steam Fitter."

At a meeting of the NEW YORK CITY CIVIL SERVICE COMMISSION, held December 30, 1896, it was

RESOLVED: That the following provisions be added to the Civil Service Regulations:

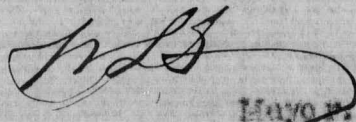
(1) "The violation of any of the provisions of the Civil Service Act, or of these Regulations, by any person in the Civil Service of the City shall be considered a good cause for the dismissal of such person from the Service."

(2) "The Commission shall have authority to prescribe such rules in pursuance of and for the execution of the provisions of these Regulations, and of the Civil Service Act, as may not be inconsistent therewith, and may prescribe blank forms for all applications, certificates, reports, records and returns required under these regulations, and the rules made in pursuance thereof."

(3) "If the appointing officer shall object to an eligible named in the certificate, stating that, because of some physical defect, mental unsoundness, moral disqualification, or other reason particularly specified, said eligible would be incompetent or unfit for the performance of the duties of the vacant position, and if said officer shall sustain such objection with evidence satisfactory to the Commission, the Commission may certify the eligible on the register whose name stands next below those already certified, in place of the one to whom objection is made and sustained."

(4) "When two or more eligibles on a register have the same average percentage, preference in certification shall be determined by the order in which their applications were filed, but neither priority in the date of application or of examination will give any other advantage in position on the registers of eligibles."

The foregoing resolution is hereby approved.


Mayor

NEW YORK,

Jan 30

1897.

The following mental examinations were held during the month:

Nurse, Medical Chief of Staff, Inspector of Mercantile Establishments, Junior Clerk, Clerk, Dept. of Taxes & Assessments (promotion), Clerk, Building Dept., House Physician, Mason Building Inspector, Inspector of Pier Building, Dept. of Public Parks, Matron, Nurse, Orderly, Court Stenographer, Assistant Apothecary, Supt. of Supplies & Repairs, Park Dept.

The following physical examinations were held during the month:
Fireman.

The above examinations may be divided as follows:

Competitive, Mental,	251
" Physical,	68
Non-Competitive, Mental,	1
Promotions,	1
	<u>321</u>

The following eligible lists were prepared during the month:

POSITION.	NO. EXAMINED.	NO. ON LIST.
Engineer, Pile Driver,	3	3
Genl. Inspector, Dept. of Public Charities,	8	3
Building Inspector,	57	18
Assistant Bacteriologist,	15	11
Asst. to the Comms., Dept. T. & A.,	2	2
Law Clerk,	19	7
Medical Sanitary Inspector,	2	2
Lay Sanitary Inspector,	31	15
2 Grade Clerk, Dept. T. & A. (Promotion)	1	1
Medical Chief of Staff,	9	6
Assistant Examiner,	79	45
Orderly, Dept. of Correction,	8	3
Mercantile Inspector,	<u>12</u>	<u>6</u>
	246	122

Appointments, etc. during the month were as follows:

Appointments,	69
Resignations,	27
Dismissals,	25
Promotions,	1
Deaths,	1

WAS B. PARAGON LINE
MADE IN U.S.A.

LABOR BUREAU.

Applications on file,	11,248
Applications received during the month,	519
Appointments,	16
" Temporary,	266
Promotions,	7
Reinstatements,	2
Dismissals,	14
Resignations,	9
Re-examined physically,	27

THE EXPENSE ACCOUNT FOR THE MONTH IS AS FOLLOWS:

Office Staff, Clerks,	\$ 732.90	1/3
" " Examiners,	1,092.77	2/3
" " Labor Bureau,	315.00	
TOTAL,	\$2,140.68	
Incidental Expenses---messenger, postage, telephone service, etc.,	\$ 150.00	
GRAND TOTAL.	\$2,290.68	
Balance in Appropriation,	\$2,978.47	
Total Expenditures for December,	2,290.68	
BALANCE OF APPROPRIATION,	\$ 687.79	

WAS B. PARAGON LINE
MADE IN U.S.A.

CTC

SAC, II.

171



NEW YORK CITY CIVIL SERVICE COMMISSION

NEW CRIMINAL COURT BUILDING.

COMMISSIONERS.
 EVERETT P. WHEELER, CHAIRMAN.
 CHARLES W. WATSON,
 J. VAN VECHTEN OLCOTT,
 W. BAYARD CUTTING,
 WILLIAM J. SCHIEFFELIN,
 F. G. IRELAND, CHIEF EXAMINER.
 S. WILLIAM BRISCOE,
 SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, February 3, 1897. 189

Hon. William L. Strong,

Mayor of the City of New York,

City Hall, N. Y.

Dear Sir:-

I have the honor to submit herewith, for your approval, a classification of the Board of Education under the Civil Service classification of the City of New York, as prepared after conference with the Board of Education.

I also submit herewith, for approval, recommendation of the Commission that Regulation 13 be amended so that veterans shall be indicated as such upon eligible lists. This has always been the custom of the office, but under the proposed amendment it will be the law.

Very respectfully submitted,

(Enclosure.)

S. William Briscoe
 Secretary.

AT a meeting of the New York City Civil Service Commission, held February 2, 1897, it was

RESOLVED: That this Board recommend to the Mayor that Regulation 13 be amended, by striking out, after the word "examinations" in line seven, the words "excepting that" "where the candidate has been honorably discharged from the" "military or naval service of the United States in the late" "war, he shall be preferred over all other candidates though" "graded lower." and substituting therefor the words "and" "when the candidate has been honorably discharged from the" "military or naval service of the United States in the late" "war, that fact shall be indicated upon said list."

The foregoing resolution is hereby approved.

WLS
Mayor.

NEW YORK, February 3rd, 1897.

At a meeting of the New York City Civil Service Commission, held January 19 , 1897, it was

RESOLVED: That this Board recommend to the Mayor that Regulation 18 be amended, wherein it refers to the voucher's statement in the application for Fireman and Park Policemen, by adding after the words "each of the undersigned further "says that he" as follows, "is not a keeper of a liquor "saloon; that he".

The foregoing resolution is hereby approved.

Crutcher

WLS
Mayor.

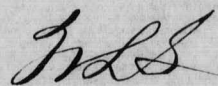
NEW YORK, *Jan 2* January , 1897.

AT a meeting of the New York City Civil Service Commission, held January 26, 1897, it was

RESOLVED: That this Commission recommend to the Mayor the adoption of the following provision as an additional Civil Service Regulation:

"No amendment to these regulations shall take effect until it has been printed for distribution, and twice published in the City Record."

The foregoing resolution is hereby approved.



Mayor.

NEW YORK, *Feb 3^a*, 1897.



NEW YORK CITY CIVIL SERVICE COMMISSION
NEW CRIMINAL COURT BUILDING.

COMMISSIONERS.
EVERETT P. WHEELER, CHAIRMAN.
CHARLES W. WATSON,
J. VAN VECHTEN OLCOTT,
W. BAYARD CUTTING,
WILLIAM J. SCHIEFFELIN,
F. G. IRELAND, CHIEF EXAMINER.
S. WILLIAM BRISCOE,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, Feb. 4, 1897

Hon. William L. Strong,
Mayor, City of New York.

Dear Sir:-

I herewith present for your approval the recommendation of the Civil Service Commission transferring the position of Male Cottage Attendant from Schedule F. to Schedule G.

Yours respectfully,

William Briscoe
Secretary.



NEW YORK CITY CIVIL SERVICE COMMISSION
NEW CRIMINAL COURT BUILDING.

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W. AYARD CUTTING,
WILLIAM J. SCHIEFFELIN,
F. G. IRELAND, CHIEF EXAMINER.
S. WILLIAM BRISCOE,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, February 6, 1897. 189

Hon: William L. Strong,
Mayor of the City of New York,
City Hall, NEW YORK, N. Y.

Dear Sir:-

I enclose herewith, for your approval, recommendation of the Commission that Mr. Lynds E. Jones, who stands No. 1 on the eligible list for Civil Service Examiner, be appointed to that position.

Respectfully submitted,

S. William Briscoe
Secretary.

(Enclosure.)



NEW YORK CITY CIVIL SERVICE COMMISSION
NEW CRIMINAL COURT BUILDING.

COMMISSIONERS.
EVERETT P. WHEELER, CHAIRMAN.
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J. VAN VECHTEN OLCOTT,
W. BAYARD CUTTING,
WILLIAM J. SCHIEFFELIN,
F. G. IRELAND, CHIEF EXAMINER.
S. WILLIAM BRISCOE,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, February 8, 1897.

Hon. William L. Strong,

Mayor of the City of New York.

Dear Sir:-

I herewith present for your consideration, amendments to Regulation 2, 5 and 4, relative to non-competitive examination, which were passed by the New York City Civil Service Commission January 12th, 1897, and upon which the Commission ask your approval.

Yours respectfully,

Secretary and Executive Officer

AT a meeting of the New York City Civil Service Commission , held February 2, 1897, it was

RESOLVED: That this Commission recommend to the Mayor for appointment as Civil Service Examiner, LYND E. JONES, who stands first on the eligible list for said position, with a percentage of 86.

The foregoing resolution is hereby approved.

W. L. Strong
Mayor.

NEW YORK, February *8th*, 1897.

MADE IN U.S.A.