

474 Lenox Avenue,

New York, January 15 1896.

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

Dear Sir:-

I inclose herewith a copy of a letter this day mailed to Hon. Everett P. Wheeler Chairman Civil Service Board for N.Y. City making appeal from the rules as applied by the examining officers to two sets of papers submitted by me in an examination for Clerkship in Tax Department held on Dec. 17th, ult.

While it is no doubt true as you say in your ^{an}Annual Message, that N. Y. City "leads in the exactness of its requirements, and care in selection of appointees," yet I would respectfully bring to your notice features of such examination, which do not take cognizance of certain facts that are, I believe, quite as important as the only one now apparently relied upon-Viz: an exact "Technical Knowledge" which is easily to be acquired in the discharge of the duties.

I present these thoughts for such consideration as your practical mind may suggest.

I also may be pardoned for saying that personally, I have been a vigorous supporter of your administration, having in fact lost my position, held for many years, in the General Post Office through outspoken espousal of reform one year ago; of this fact the Commissioner of Jurors can inform you.

Yet I am apparently barred from entry into city employment
by reason of "Technical failure" only.

I am Very Respectfully,

James Gray Jr.

Copy

474 Lenox Avenue,

New York, January 15, 1896.

Hon. Everett P. Wheeler

Chairman Civil Service Board N. Y. City.

Dear Sir:-

I was a candidate in the Civil Service Examination held on Dec. 17th. ult. for a clerkship in Department of Taxes and Assessments.

My experience in the examination room, and subsequent rating has impelled me to make appeal to you, asking that the ruling of the examiner upon the last, or technical paper submitted, be changed, and a rating given upon the average of the entire examination on both sets of papers.

I find upon inquiry that I was rated at 83.75 on the first set of papers, comprising writing from dictation, spelling, arithmetic, and examples pertaining to Assessment and Taxation. The last paper contained 10 items, covering questions of Tax Department, how organized, duties &c, amount of Real and Personal Assessment for City, location of Hotels and Theatres, width between curbs of the numbered Avenues and Streets, boundaries of Public Parks, and examples requiring area of plots of ground; the whole called "Technical Questions". I was informed by the Secretary in a circular letter that I had failed to pass, having

received "68% Technical Knowledge" the minimum having been changed from 60% as printed, to 70% in ink. It would thus appear that no consideration, whatever, has been given to the first set of papers--five in number. In other words the record is based entirely upon the last, or Technical paper.

I beg to submit, that it is essentially unfair to pass a good average examination and be also rated, on the first set, yet have no percentage of that examination apply on the last paper. It should at least have a relative value, or the general average computed from both papers. In fact I am at a loss to understand the meaning of the first papers--five in number-- unless it is held to demonstrate the general clerical ability; if so, it would appear the more imperative that it should have its full weight in the percentage of the examination.

It is quite apparent that an applicant can have a very low rating, say 30 or 50 on first papers, thus showing a lack of clerical knowledge, yet by reason of recently acquired knowledge pass high on the "Technical". In this connection, I would say that a very wide difference in the time consumed by candidates was noticed, some finishing in a few minutes others half an hour or more on mere copying and examples. Yet I did not observe or hear that any time memorandum was kept.

I would also thank you to inform me if the previous clerical experience of many years, and high class of indorsements extending over a long period testifying to ones clean record and honesty are at all considered or rated? In business houses it

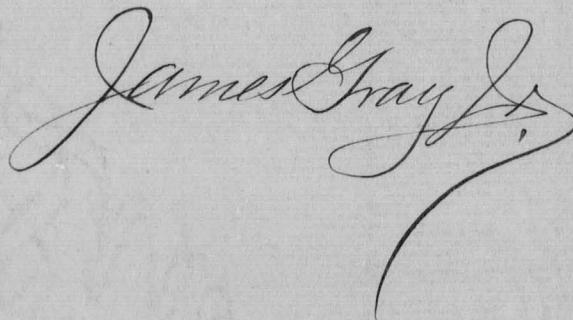
would have weight, if not allowed in the city's business.

It would seem reasonable and just that a person as above mentioned should be held to be a desirable clerk, and a suitable allowance made for his lack of "Technical Knowlwdge" which is readily acquired in duties of position.

I am informed that not a single clerk from the Tax Office who participated in the examination passed the eligible mark, which fact would denote lack of Technical Knowledge.

I beg to give you these thoughts, added to my appeal, and trust you may receive them in the spirit they are intended-- one of inquiry and solicitude for the good of the Civil Service. Having always been and now am a believer in its application to all places of public service; I also believe it essential for the harmony of the whole, that a broader guage rule taking cognizance of all circumstances in each particular case, and the general average of the entire examination, should govern the examiners in their decisions.

I am Very Respectfully.

A handwritten signature in cursive script, reading "James Gray". The signature is written in dark ink and features a long, sweeping flourish that extends downwards and to the right from the end of the name.

6.



NEW YORK CITY CIVIL SERVICE BOARDS.

NEW CRIMINAL COURT BUILDING.

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J. VAN VECHTEN OLCOTT,
LEE PHILLIPS,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, January 16th, 1896.

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

Honored Sir:-

I herewith present an Amendment to Regulation 3 as recommended by the Civil Service Supervisory Board at a meeting held on January 7th, 1896, relative to the duties attached to the positions of Secretary and that of Chief Examiner. I respectfully submit the same for your approval.

Very respectfully yours,

William P. O'Connell

Secretary.

Enclosure.



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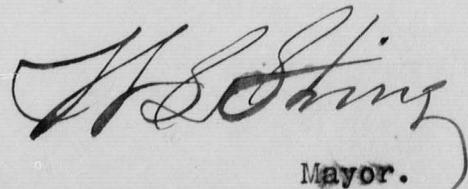
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SECRETARY AND EXECUTIVE OFFICER.

NEW YORK. January 17th, 1896.

At a meeting of the Civil Service Supervisory Board, held
January 13th, 1896, it was

RESOLVED: That it being necessary to engage the ser-
vices of an Examiner in this office, this Board recommends to the
Mayor for appointment to the position, Mr. Charles P. Howland, of
14 W. 9th St.

The foregoing Resolution is hereby approved.


Mayor.

New York, January 1896.



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LEE PHILLIPS,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, January 17th, 1896.

At a meeting of the Civil Service Supervisory Board, held
January 15th, 1896, it was

RESOLVED: That there being a vacancy in this office for
the position of "Stenographer", this Board recommends to the Mayor
for appointment to said position, Mr. William Chilvers, of 87
Greenwich Ave., to take effect Tuesday, January 21st, 1896.

The foregoing Resolution is hereby approved.

W. L. Strong.
Mayor.

New York, January

1896.

that there being a vacancy in the
position of "Cryptographer", this board recommends
the position, Mr. William G. C. ...
the effect thereof, January 1917.
The resolution is hereby approved

Jan. 16-17.

[Faint, illegible signature or stamp]

MAYOR'S OFFICE

COMPLAINT NO. *100*

New York Jan. 14th 1896

Hon. Wm. L. Strong,
Mayor of New York

Dear Sir:

On May 3^d of last Year, I passed a civil service examination as Foreman of Labours with a successful result, as I was as a Veteran the Fifth on the list from over one hundred Candidates. On March 27th following, I was certified to the Park Board, to appear there, so I went and from that time, I never heard of it any more and am not appointed yet, where I know there were several appointments made in the different departments. I am well qualified for the position as for any other as I am well versed in the English, French and German languages, which I speak, read and write fluently. I think I was wrongly dealt with. Six months ago, I was Second on the list, Six weeks ago, third on the list. Please be kind enough to interest You in my case. I am Chairman of the 32^d Election Dist. of the 12th Ass. Dist. and belong to the Brookfield faction of the Republican party. Please examine my case as I am reduced to poverty and starvation and need work,

Respectfully Yours
Charles H. Dixon, 20 Jackson St., N.Y.



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NEW YORK, January 17th, 1896.

Job E. Hedges, Esq., Secretary to the Mayor,
City Hall, New York.

Dear Sir:-

Your communication addressed to Everett P. Wheeler, relative of complaint of Charles H. Drion, of 20 Jackson St., and enclosing a communication from him to the Mayor, duly received and contents noted.

Replying to the same I wish to inform you that I have made a careful investigation into the case, and herewith enclose a statement of the investigation as made.

The discrepancy in the registration figures is explained by the fact that Foremen of all classes of work are numbered consecutively from one up, and are then assorted into classes of work. I have divided my report up into two parts, one of Appointment, and one of Promotion. In case a Foreman has been appointed in any of the Departments, it is without the knowledge of this Board, he not having been certified through our eligible lists. We are always happy to entertain any complaints and make a thorough investigation of the same.

In conclusion, I should like to state that had Drion cared to take the trouble to have called upon me at this office, he



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J. E. H. 2.

would have been treated with all courtesy and consideration; not only would he have received a statement of the case from us, but the papers and books would have been open to his inspection, and so have avoided this unnecessary trouble to which you have been placed. I think you will agree with me that from the enclosed records, the claim of Charles H. Drion is groundless.

Respectfully submitting the enclosed for your approval, I remain,

Respectfully yours,

A. William Prisco

Secretary.

Enclosure.



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S T A T E M E N T

o f

Charles H. Drion, #20 Jackson St.

Charles H. Drion, of #20 Jackson St., applicant for the position of "Foreman of Laborers", took his mental examination for the position on May 3rd, receiving a rating thereon of 86%, and being placed upon the eligible list 22nd. He being a Veteran, and Veterans taking preference, his standing on the eligible list was that of 5th for appointment. On a requisition from the Park Department for two "Foremen of Laborers", all Veterans standing upon the eligible list for that position were certified, as is required by law. The first two Veterans standing highest on the list, viz., James Earle and David M. Callender, received the appointment. The appointment of these two Veterans raised the standing of Charles H. Drion to that of third. At a later date, the position of "Foreman of Laborers" was transferred from the competitive list, Schedule F to the non-competitive list Schedule G. As labor in Schedule G is divided into classifications of work according to the nature of the work, every man standing on the eligible list of "Foreman of Laborers" was notified to report at the Labor Office, and state the class of labor over which he was ca-



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Statement of Charles H. Drion, 2.

pable of acting as "Foreman". The first Veteran standing on the eligible list registered as "Foreman of Carpenters", and therefore the standing of Charles H. Drion was raised one point higher, making it that of second for "Foreman of Laborers" (common labor), he not having classified himself as having a trade. Since the date of the eligible list of "Foreman" and the transfer of this position into ^{Schedule} G, the following appointments have been made:

Jas. Earle, 101 W. 106th St., "Foreman of Laborers", (97%), appointed Department of Parks, May 23rd, 1895.

David M. Callender, 169 E. 88th St., "Foreman of Laborers", (94.30%), appointed Department of Parks, June 10th, 1895.

Wm. Henry McDovell, 2441 5th Ave., "Foreman of Pipe and Stop Cock Gang", (No. F C 66), appointed Department Public Works, August 25th, 1895. This position requires the incumbent to have a knowledge of the City Water Mains, as to cut-offs, etc.

Louis F. Deitsch, 808 Cauldwell Ave., "Foreman of Laborers", (F C 29), appointed Department Public Works, September 30th, 1895. (Resolution of the Civil Service Supervisory Board, at a meeting held May 29th, 1895, wherein it was

RESOLVED: That the Secretary direct the Labor Clerk in filling requisitions from his registered lists to certify to the Commr.



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Statement C. H. D. 3.

of Street Improvements of the 23" and 24" Wards only those residing above the Harlem River.)

Peter F. Tracy, 164 E. 85th St., "Foreman of Road Construction and Repairs", (80 1/2%), Appointed Department Public Works October 3rd, 1895. The incumbent of this position must have a knowledge of regulating, grading, etc.

Abraham Lewis, 746 3rd Ave., "Foreman of Sewers", (73 1/2%), appointed Department Public Works October 10th, 1895. The incumbent of this position must have a knowledge of Masonry and Brick-laying.

Wm. G. Smith, Mt. Kisco, Westchester Co., "Foreman of Laborers (F C 74)", appointed Department Public Works October 12th, 1895.

At a meeting of the Civil Service Supervisory Board held August 28th, 1895, the following instructions were given the Labor Clerk:

" That in filling requisitions for work in Westchester and Putnam Counties, the Labor Clerk shall certify the first name standing on the eligible list living within a radius of five miles of the point of locality, as designated in the requisition. "

Thomas Ryan, 64 Varick St., "Foreman of Shoemakers", (74 1/2%), appointed Department of Charities and Correction November 6th, 1895.

Seaman Hunt, Wakefield, Westchester Co., "Foreman of Labor-



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Statement of C. H. D. 4.

ers", (F C 51), appointed Department of Street Improvements 23" and 24" Wards November 8th, 1895. The five mile radius rule applies to the village of Wakefield.

Charles M. Piper, Jr., 348 E. 85th St., appointed Department Public Works November 17th, 1895. "Foreman Brick-layers and Maçons".

Bernard McCabe, 332 E. 110th St., "Foreman of Stone Cutters", (F C 69), appointed Department of Charities and Correction November 30th, 1895.

James Steele, 168 E. 120th St., "Foreman of Carpenters", (F A 11), appointed Department of Charities and Correction November 30th, 1895.

Adam Klein, 119 E. 92nd St., "Foreman of Carpenters", appointed Department of Charities and Correction December 20th, 1895.

P R O M O T I O N S .

Department of Public Works.

Alonzo S. Gear, 244 W. 14th St., promoted August 1st, 1895, from "Foreman" to "General Foreman".

Theodore J. King, Kingsbridge, promoted August 8th, 1895, from "Assistant Foreman" to "Foreman".



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Statement C. H. D. 5.

Alexander Krew, 246 W. 16th St., promoted July 24th, 1895,
from "Axeman" to "Foreman".

Patrick J. Kelly, 160 E. 84th St., promoted August 7th, 1895,
from "Assistant Foreman" to "Foreman".

William C. Boyle, 542 E. 134th St., promoted July 22nd, 1895,
from "Assistant Foreman" to "Foreman".

Charles Connolley, 43 Scammel St., promoted July 29th, 1895,
from "Assistant Foreman" to "Foreman".

G. Augustus Engel, 240 E. 83rd St., promoted August 29th, 1895,
from "Assistant Foreman" to "Foreman".

John Ritter, 536 E. 89th St., promoted November 18th, 1895,
from "Carpenter" to "Foreman of Carpenters".

Health Department.

John McAnany, Wakefield, promoted November 6th, 1895, from
"Laborer" to "Foreman of Laborers".

J. William Prosser
Secretary

From "Carpenter," fo

John Ritter, a

From "Assistant" for

O. Augustus Em

From "Assistant" for

Charles Connol

From "Assistant" for

William C. Boy

From "Assistant" for

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LEE PHILLIPS,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, *July 21* 1896

Mr. Wm. L. Strong
Dear Sir

I enclose, for your information,
minutes of the late meetings of the Board of
Civil Service Commissioners, and the statement
of violations of law on which I based my
protest against the commendatory resolutions
passed.

Yours Truly

C. W. Watson

Hon. William L. Strong

Dear Sir :-

A copy of the following protest has been this day mailed to one of our most prominent dailies. An examination under the rules of the N.Y. State Civil Service Board, was held in this city on July 26th. last, to secure eligibles for the position of Excise Inspector, upon which occasion upwards of 200 applicants were duly examined and the names of those who passed were placed upon the eligible list, which list was completed during the first week of August last, as is evidenced by the fact that the competitors were advised of their standing during said week. When this list was completed there were 14 vacancies, but up to the present time but seven appointments have been made from the Civil Service register notwithstanding the fact that many dismissals have since been made. Our noble Excise Board at first made a requisition on the State Civil Service authorities for a list of eligibles in order to fill the then existing 14 vacancies, thinking that three names would be certified for each vacancy, and that they would thus receive 42 names in all from which to select 14 for appointment; but they were politely advised that according to the N.Y. State C.S. rules, they would have to fill one vacancy at a time and in consequence but three names were sent to them. After the Board had made several appointments, Comm'r Murray (who per agreement with Mayor Strong is to receive 50% of the patronage of the Excise Board) became aware of the fact that none of his men were sufficiently near the top of the eligible list to insure speedy appointment, and the way he so ably aided his constituents, is as follows:-

By request of the Excise Board, the good-natured State Civil Service authorities suspended the C.S. rules so as to permit Comm'r Murray to appoint ten of his friends to positions called ****SPECIAL INSPECTORS**** whose duty shall be just the same as that of the ordinary Excise Inspector. Now is this right, just or fair to those who have wasted their time in preparing for that examination, or rather is it not a direct insult to the intelligence of every CITIZEN? Just before the kind-hearted Board of Civil Service examiners suspended the civil service rules, three names were certified to the board of Excise; and those three names remain BEFORE THEM still, while Mr. Murray proceeds to "make hay while the Sun shines" by filling eight of the vacancies, and these appointees are to be known as SPECIAL INSPECTORS. This is REFORM is it? Why such an act should constitute a misdemeanor.

An honest, upright law-abiding CITIZEN.

William B. Devlin.

S T A T E M E N T

prepared by Commissioner Watson, for entry upon the Minutes of the New York City Civil Service Board, in support of his protest against the Resolutions passed by that Board expressing confidence in the ability, efficiency and integrity of Ex-Secretary and Chief Examiner Lee Phillips.

Regulation 14 provides that "The actual conduct of every examination shall be ~~and~~ free from the interference or participation, or influence, of the appointing officer, or of any person other than the Supervisory Board, the Secretary, Chief Clerk, Assistant Examiners, or experts directly employed by the Board of Examiners or by the Supervisory Board."

This Regulation was violated at an examination for the position of Surveyor in the Bureau of Combustibles in the Fire Department held on August 16th, 1895. The papers for this examination were rated by Mr. Carl Jussen, the Secretary of the Department for which the examination was held, in direct violation of that clause of Regulation 14 which provides that examinations shall be free from the interference, participation or influence of the appointing officer.

Mr. Phillips informed Commissioner Watson that he had requested Mr. Jussen to rate the papers for the reason that he alone knew the answers to the questions. As Mr. Jussen alone knew the answers it may be reasonably assumed that Mr. Jussen had prepared

the questions, and as the successful candidates were employees of the Department in which Mr. Jussou was Secretary, it may not unreasonably be suspected that said candidates had been previously instructed. It was to avoid such fraudulent collusion, or the suspicion of it, that Regulation 14 was adopted.

Regulation 14 was again violated on September 11th, 1895, at an examination held for the position of Auditor in the Fire Department. One of the candidates at this examination was the illegally appointed incumbent of the position for which the examination was held, and Mr. Phillips used, in wording and sequence, the questions furnished by Carl Jussou, the Secretary of the Department in which that candidate was employed.

¹⁴ Regulation was again violated at an examination held on September 12th, 1895, for the position of Fire Marshal in the Fire Department. One of the candidates at this examination was the illegally appointed incumbent of the position for which the examination was held, and the questions used were, in wording and sequence, those supplied by Carl Jussou, the Secretary of the Department in which that candidate was employed.

These specified violations of Regulation 14 are all the more flagrant for the reason that the participation of Department Officials in examinations has long been acknowledged to be a source of scandal.

The late Civil Service Commission recommended to Mayor Gilroy that such participation be prohibited, and the present Commission adopted, as one of its first acts, a Resolution that no public officer or employee in any Department of the Municipal Service should serve as Examiner.

Regulation 2a provides:

"That no person whose standing on any of the qualifications or obligatory subjects enumerated therein (except experience) is less than ~~60~~ shall be entered on an eligible list," for Schedule C.

All the eligible lists which have been made for the position of "Fireman" in the Fire Department have been made in violation of this Regulation, and 36 out of 111 certified as eligible as the result of the last examination have been so certified in violation of Regulation 24.

Regulation 34 provides:

"That the subjects of examination for positions in Schedule F shall be selected by the Examining Board."

This Regulation has never been observed by Chief Examiner Phillips. There have been no meetings of the Examining Board for the purpose of selecting subjects of examination. Questions have been decided upon by Mr. Phillips without adequate, or without any, consideration, and have usually been prepared by him, after the hour fixed for the examination at which they

were to be used, and while candidates were waiting for the examination to begin.

Regulation 61 provides:

"That no question given out at any session to any candidate shall be allowed to be answered at another session."

This Regulation, the strict observance of which is essential to the integrity of the candidates' answers, was violated at an examination held for the position of "Assistant Engineer" in the Park Department on February 7th, 1895. Candidates at said examination took questions away with them, and completed their answers on the succeeding day.

This examination was held before the appointment of the present Civil Service Commission, and its conditions cast a just suspicion upon the integrity of all eligible lists existent at the date of said appointment.

Regulation 62 provides:

"That Examiners shall exercise all due diligence to secure fairness and prevent all collusion and fraud in the examinations."

This Regulation was violated on September 11th and 12th, 1895, at the examinations already specified, which were held for the positions of Auditor and Fire Marshal in the Fire Department. The questions at each of these examinations were furnished by

the Secretary of the Fire Department. One of the candidates at each of them was the illegally appointed incumbent of the position to be filled, and the use of questions prepared by the Secretary of the Department in which said candidates were employed tended to the collusion and fraud which Regulation 62 was purposed to prevent.

Regulation 62 was also violated on August 16th, 1895, at the examination for the position of "Surveyor" in the Fire Department as specified under the violations of Regulation 14. These candidates at this examination were employees of the Fire Department, and the questions were rated by the Secretary of that Department.

Regulation 62 was also violated by the conditions under which all examinations were held at the date of the appointment of the present Civil Service Commission. These conditions were such as to invite collusion and fraud. Conferences between candidates, copying from each other's papers, and copying from books of reference were common; and the desks were so placed that it was difficult for a candidate not to overlook the answers of his neighbor. Efforts at reform met the tacit or open opposition of Chief Examiner Phillips, and it was many weeks before the conditions were materially improved. These conditions, as well as those previously mentioned, cast just suspicion upon the integrity of all eligible lists existent at

the date of the appointment of the present Commission.

Regulation 63 provides:

That, for obligatory subjects, the examination shall be confined to a single day."

This Regulation was violated at an examination held on February 7th, 1895, for the position of "Assistant Engineer" in the Park Department, as specified in the account of the violation of Regulation 61.

Questions given out on one day at this examination were answered on the succeeding day.

Regulation 66 provides:

"That every paper in any examination not formally certified by the Examiners shall be signed with his initials in ink by each Examiner who has reviewed or marked it."

This Regulation, the strict observance of which is the only security against alteration of ratings by unauthorized parties, was violated in the examination for the position of "Surveyor of Combustibles" held on August 16th, 1895. Said papers were marked in pencil, and were unsigned.

The violations of law already specified undermine the very principle of fair and open competitive examination now embodied in the Constitution as a pre-requisite of appointment to the public service. But the Regulations which provide for adequate test of capacity or character have been equally ignored.

Such are Regulation 9, prescribing letter writing as an obligatory subject in Schedule B; Regulation 29, prescribing inquiries in writing from former employers, as to the efficiency, accuracy and character of candidates; and Regulation 31, prescribing inquiries regarding the moral character, sobriety, personal habits, temper, and temperament of applicants for the positions of Nurse, Attendant and Orderly.

In conclusion, it should be stated that no investigation of the records of the Civil Service Boards has been made, and that all the violations of law here recorded have been disclosed by accident, or in the ordinary course of business. They may be fairly assumed to exhibit the habitual conditions of administration before the appointment of the present Commission. The improvements made since the accession of the present Board have been made without the support of the Chief Examiner. The suggestions of the other Examiners and even the orders of the Board have been disregarded, and Mr. Phillips has manifested little or no interest in the principle or practice of Civil Service Reform. If Mr. Phillips was ever qualified for his position, he has been demoralized by years of service under a government which was notoriously inimical to the Civil Service law. The methods of that government have been repeatedly exposed, and it is well known that, under it, public office

was distributed as political spoils. No Chief Examiner could have retained his position under a Tammany Government who did not so administer his office as to meet that requirement.

The record of violations of the Rules here made demonstrates the fact that Mr. Phillips has sought, since the present Civil Service Commission was appointed, to continue the methods which rendered him acceptable to the late city government. As a whole, it constitutes an arraignment of his administration of the office of Chief Examiner, which should preclude any possible commendation of his conduct.



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SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, January 21st 1896

Hon. William L. Strong,

My dear Mr. Mayor:-

The Civil Service Commission last night considered the question submitted by you, as to whether Mr. Briscoe should now be appointed Secretary, in advance of the approval by the State Commission of the changes in Regulation Three. We are unanimously of the opinion that he should. The office of Secretary is one which has existed from the beginning of the Board, and does not need their approval. The office of Chief Examiner as a separate office, however, does need their approval. That has not been for some years a separate office, and we shall not take any action as to finally filling that place until we have the approval of the State Board. But it is very desirable that Mr. Briscoe should be appointed at once, and we hope sincerely that you will transmit his appointment as Secretary to-day.

I may add that I have seen Mr. Burt, of the State Commission, and he says there is no doubt that the State Commission will approve the changes that are proposed in Regulation Three.

Yours faithfully,

Everett R. Wheeler
Chair

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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,
LEE PHILLIPS,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, January 22, 1896.

Mr, Job E. Hedges,

Secretary to the Mayor,

CITY HALL, NEW YORK, N. Y.

Dear Sir:-

In answer to your communication of January 20, relative to appeal from Frank P. Ryan, and enclosing communication from him, I beg to inform you that the matter has been placed before the Chairman of this Board, and he directs me to inform you on the question as follows:

First: As to the applicant being denied the privilege of entering a new examination, the applicant at the present time standing upon an eligible list, Regulation 46 reads, "No person while on the eligible list for any position shall be allowed to take his or her name off the said list for the purpose of entering another examination to increase his or her rating, except at the end of one year from the day of examination."

Secondly: As to the reason for calling a new examination, the Chairman states, that this Board considered it advisable that there should be a larger eligible list for the position of Labor Clerk, to make selection from.



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,
LEE PHILLIPS,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, January 22, 1896.

(J. E. H. 2)

I herewith enclose communication of Frank P. Ryan,
addressed to the Mayor.

Should you wish any further information on the subject, I
will be glad to hear from you.

Yours respectfully,

J. William Prescott

(Enclosure.)

Secretary.

Frank P. Ryan
413 W. 156th St.

C. A. B.

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

Dear Sir:

I have respectfully to request that this communication be directed by you to Commissioner Wheeler with the request that the necessary information be furnished to me.

I have every reason to believe that I am unjustly treated in this matter, and appeal to you for a favorable consideration.

Very respectfully yours

Frank P. Ryan

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At a meeting of the Civil Service Commission, held
January 20, 1896, it was

RESOLVED: That this Board recommend to the Mayor that
Regulation 22 of the Civil Service Regulations be amended,
so as to read as follows:

"No applicant shall be admitted to examination who is
not physically sound, nor placed upon the eligible list whose
character shall not be entirely satisfactory to the Examin-
ing Board."

The foregoing resolution is hereby approved.

Mayor.

New York, January , 1896.

Jan. 23

...not physically sound, has placed upon the eligible list whose

...No applicant shall be admitted to examination who is
so as to read as follows:

Regulation 22 of the Civil Service Regulations be amended,

RESOLVED: That this Board recommend to the Mayor that
January 20, 1906; it was

At a meeting of the Civil Service Commission, held



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,
LEE PHILLIPS,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, January 23, 1896. 189

Hon. William L. Strong,
Mayor, City of New York,
CITY HALL, NEW YORK.

Honored Sir:-

I have the honor to herewith enclose for your approval a resolution passed at a meeting of the Civil Service Commission held on January 20, 1896, relative to the investigation of the character of applicants.

Yours respectfully,

S. William Prisco
Secretary.



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

NEW YORK CITY CIVIL SERVICE BOARDS.

NEW CRIMINAL COURT BUILDING.

NEW YORK, January 23, 1896.

Job E. Hedges, Esq.,

Secretary to The Mayor,

CITY HALL,

NEW YORK, N. Y.

Dear Sir:-

I herewith enclose copies of all resolutions as passed by the Civil Service Supervisory Board and approved by the Mayor, since January 1, 1896.

Yours respectfully,

A. William Prisco

Secretary.

(Enclosures.)

At a meeting of the Civil Service Commissioners held January 7th, 1896, it was

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

For the purpose of ascertaining the qualifications of persons seeking or named for positions in the Departments and Offices of the Municipal Government, there shall be a Board of Examiners for all positions in Schedules B, C, D, E and F.

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

There shall be a Chief Examiner who shall devote his whole time to the business of his office, who shall preside at meetings of the Board of Examiners, hear appeals from the decision of any of the Examiners, and have the general supervision of the work of the Examiners. The rate of compensation of the officers mentioned in this regulation shall be fixed by the Mayor, who will employ assistants, procure suitable offices, and incur such other expenses as may be required for the efficient performance of the duties imposed upon him by the eighth section of Chapter 554 of the Laws of the State of New York for the year 1883, as amended by Chapter 410 of the Laws of the said State for the year 1884.

It shall be the duty of such Board of Examiners, by such of its members as the Chief Examiner shall designate, to conduct all examinations called for under these Regulations, except as herein otherwise provided, and to ascertain the fitness of candidates for the service of the city, with regard to character, knowledge and ability for the branch of the service into which they seek to enter, and to determine the relative excellence or standing of the persons examined and to certify the same as herein prescribed.

The Mayor will employ a suitable person who shall act as Secretary of the Supervisory Board, keep minutes of all proceedings, and all necessary records of the examination, standing and certification of applicants,

and a complete record of all persons employed in the several departments to which these Regulations apply, and of all appointments, promotions, dismissals, resignations and other changes of any kind therein. The Secretary shall have the general executive charge of the Civil Service office, shall assign the clerks and employees to their respective positions, and superintend them in the discharge of their respective duties, and shall be Secretary of the Examining Board.

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

First: To aid the Mayor, at his request, in preparing suitable regulations for the carrying into effect the provisions of said act.

Second: To conduct such inquiries as it may deem expedient respecting the examinations in these Regulations provided for; to control such examinations and the general administration of the system created by these regulations, and to decide, from time to time, subject to revision by the Mayor, all questions arising under these regulations or the construction thereof, and to make an annual report to the Mayor, showing its own action, the regulations and the exceptions thereto in force, the administration thereof, with such suggestions as it may deem necessary for the more effectual accomplishment of the purposes of the said section and of said regulations.

The vouchers for the pay-rolls, and all other expenses incurred in carrying these regulations into effect, shall be certified to the Comptroller by the Secretary, or, in the absence or disability or resignation of the said Secretary, shall be certified to the Comptroller by the Mayor's Secretary.

The foregoing Resolution is hereby approved.

(Signed) W. L. Strong,
MAYOR.

New York, January 23rd, 1896.

At a meeting of the Civil Service Supervisory Board held January 27, 1896, it was

RESOLVED: That this Board recommend to the Mayor that the classification of positions of the Department of Docks be amended by striking therefrom in sub-division 2, Class 1, the position "Stenographer to the President," and substituting therefor the position of "Executive and Confidential Clerk."

The foregoing resolution is hereby approved.

Mayor.

Dated January , 1896.



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,
LEE PHILLIPS,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, January 28, 1896. 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
Resolution of the Civil Service Supervisory Board, passed at a
meeting held on January 27, amending sub-division 2, Class 1.

Hoping that the same will meet with your approval,

I remain,

Respectfully yours,

D. William Briscoe
Secretary.

(Enclosure.)

27.

the honor to herewith

Civil Service Supervisory

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that the same will meet with

I remain,

Respectfully,

At a meeting of the Civil Service Supervisory Board,
held January 7, 1896, it was

RESOLVED: That this Board recommend to the Mayor that
the following positions in the Lodging House for Homeless
Men be classified in the following order:

Examining Physician, Subdivision III, Class II,
Superintendent, Investigating Officer, Night Officer,
Subdivision XII, Class II.

The foregoing resolution is hereby approved.



Mayor.

Dated January 31st, 1896.

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That this Board recommends

not here in the pending case

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Division III

and, Investigating Officer

At a meeting of the Civil Service Supervisory Board,
held January 27, it was

RESOLVED: That this Board recommend to the Mayor for
appointment to the office of Labor Clerk FRANK A. SPENCER,
of No. 295 Broome Street, who stands first on the eligible
list for that position.

The foregoing resolution is hereby approved.


Mayor.

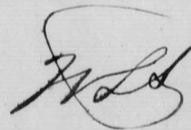
Dated January ~~27~~ 3rd 1896.

At a meeting of the Civil Service Supervisory Board,
held January 27, it was

RESOLVED: That this Board recommend to the Mayor that
Subdivision V, Class II, of the classification of positions
in the Department of Correction, be amended by adding thereto
the position of "Assistant Keeper."

RESOLVED: That this Board recommend to the Mayor that
the position of "Foreman of Stables," now classified in
Schedule G, be transferred to Schedule F.

The foregoing resolutions are hereby approved.



Mayor.

Dated January 31, 1896.

At a meeting of the Civil Service Supervisory Board,
held January 27, it was

RESOLVED: That this Board recommend to the Mayor that
the value attached to the examination papers for the position
of Chief Examiner be as follows:

Record in Civil Service Board	30%
Experience outside of Board	20%
General paper	40%
Arithmetic	10%
	<u>100%</u>

The foregoing resolution is hereby approved.



Mayor.

Dated January 31, 1896.

Jan. 27



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,
LEE PHILLIPS,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, January 31, 1896. 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,
resolution passed by the Civil Service Supervisory Board, on
January 7, 1896.

Respectfully yours,

(Enclosures.)

J. William Pincoff

Secretary.

Jan. 27.

MONTHLY REPORT OF SECRETARY.

JANUARY, 1896.

On January 1, 1896, the office of Secretary and Chief Examiner was rendered vacant by the resignation of Lee Phillips. The Mayor authorized S. William Briscoe, the Labor Clerk, to act as Secretary, pro tem. until definite arrangements were made.

Upon recommendation of the Board the Mayor approved an amendment to Regulation 3, dividing the office of Secretary and Chief Examiner into two offices, that of Secretary and that of Chief Examiner.

On January 14, upon recommendation of the Board, the Mayor appointed S. William Briscoe to the office of Secretary.

Mr. F. G. Ireland, a member of the Examining Board, was authorized to act as Chief Examiner, pro tem.

The newly appointed officers entered upon their duties at once to re-organize and revise the running system of the office and examinations. Changes were made in the arrangements of the office of such a nature to divide the offices into two departments, that of General Office and that of Examination and Computing Room. This was done in order to have no interruption more than possible to candidates during examination or while questions were being made up for examination and papers computed. All of the old examination questions were destroyed and new questions prepared for each examination.

On January 14 the Examining Board held its first regular meeting and discussed ways and means to improve upon the present system of examinations. It was agreed that a regular meeting of the Examining Board should be held each month to discuss such subjects as came under their jurisdiction.

The State Civil Service Board approved the amendment passed by the Civil Service Board, December 10, 1895, modifying Regulation 40.

The Mayor approved the following amendments, as recommended by this Board:

- Jan. 3 Classification of Chief Examiner,
- " 7 Increase of salaries of office clerks,
- " " Amendment to Regulation 3, dividing the position of Secretary & Chief Examiner into two positions that of Secretary and of Chief Examiner, and defining the duties attached to the two positions as divided.
- " " Classifying Superintendent, Investigating Officer Night Officer, in the Lodging House for Homeless Men, Department of Charities.
- " 20 Amendment to Regulation 22, governing admission to examination.
- " 27 Weights attached to examination subjects.
- " " Recommendation of appointment of Frank A. Spencer as Labor Clerk,
- " " Classification of Assistant Keeper, Department of Correction.
- " " Classification of "Executive & Confidential Clerk," Department of Docks.

The position of Stenographer & Typewriter having been rendered vacant by the resignation of Barbara Widder, the Mayor appointed, upon recommendation of the Board, William Chilvers, who stood second on the eligible list for that position.

The services of an additional Examiner being necessary the Mayor appointed, upon recommendation of the Board, Charles P. Howland, who stood first on the eligible list for that position.

The office of Labor Clerk having been rendered vacant by the resignation of S. William Briscoe, the Mayor appointed on January 30, upon recommendation of the Board, Frank A. Spencer, who stood first on the Eligible List for that position.

During the month of January eighteen examinations have been held, consisting of the following number of applicants:

Non-competitive, Dept. of Charities	20
Examination for promotion	4
Competitive, mental	464
Competitive, physical	60
TOTAL	<u>548</u>

During the month of January the following appointments have been made:

Competitive	97
(of which 42 were attendants and nurses)	
Labor Bureau.	24
TOTAL	<u>121</u>

The expense account for the month of January was as follows:

Pay roll.	\$ 1,778.10
Incidental expenses	131.60
TOTAL	<u>\$ 1,909.70</u>
Appropriation	\$27,500.00
Pay roll.	1,778.10
BALANCE	<u>\$25,721.90</u>

Secretary.

James

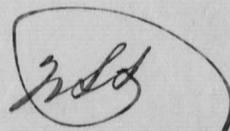
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by the resignation of G. William Briscoe, the Mayor appointed
the office of Mayor Clerk having been rendered vacant

At a meeting of the Civil Service Supervisory Board,
held February 3, 1896, it was

RESOLVED: That this Board recommend to the Mayor that
the request of the Commissioners of the Department of Public
Charities, that a non-competitive examination should be held
for the position of "Executive Clerk," in their Department,
be granted in this particular instance, inasmuch as the
Commissioners of Public Charities stated that the nature of
the work to be done by the "Executive Clerk" was of a very
confidential nature, as he would be required to investigate
allegations of fraud."

The foregoing resolution is hereby approved.


Mayor.

Dated February 4, 1896.

At a meeting of the Civil Service Supervisory Board,
held February 3, 1896, it was

RESOLVED: That this Board recommend to the Mayor that
Subdivision I, Class 1, of the classification of the De-
partment of Public Charities be amended by adding thereto
the position, "Executive Clerk."

RESOLVED: That Subdivision VII, Class 2, of the
classification of the Department of Public Charities be
amended by adding thereto the positions "Visitor to the
Out-Door Poor," and "Permanent Visitor."

The foregoing resolutions are hereby approved.



Mayor.

Dated February ⁴ / ~~3~~, 1896.

At a meeting of the Civil Service Supervisory Board,
held February 3, it was

RESOLVED: That this Board recommend to the Mayor that
Civil Service Regulation 71 be amended by the insertion
after the words "Labor Clerk" in the second line of the
seventh paragraph thereof, the words "within ten days from
the date of certification."

The foregoing resolution is hereby approved.

Mayor.

Dated February , 1896.

At a meeting of the Civil Service Supervisory Board,
held February 3, it was

RESOLVED: That this Board recommend to the Mayor that
Civil Service Regulation 69 be amended as follows:

(In the seventh line) By the insertion after the word
"therefrom" the words "and proof thereof."

(In the fourteenth line) by the insertion after the
word "sent" the words "or given." And after the word
"thereafter" the words "shall enter the same in an applica-
tion book."

(In the twenty-first line) By striking out the words
"an envelope bearing the applicant's name and the number of
his application," and by inserting the words "order of re-
gistration as hereinafter stated."

(In the twenty-second line) By striking out the words
"No educational test of qualification shall be required, but"
and by inserting the words "An applicant who fails to re-
port for physical examination or who changes his (or her)
paper after filing the same shall lose the registration num-
ber and shall be required to make a new application."

The foregoing resolution is hereby approved.



Mayor.

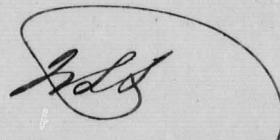
Dated February 4, 1896.

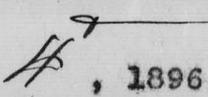
At a meeting of the Civil Service Supervisory Board,
held February 3, it was

RESOLVED: That this Board recommend to the Mayor that
the first paragraph of Regulation 67 be amended to read as
follows:

"A special Board of Examiners shall be organized
for the examination of applicants for employment by the
Aqueduct Commission in Class 2, Subdivisions I., II., III.,
IV., ~~and~~ V. and VI., in the classification appended to
the preceding Regulations. The said Board shall con-
sist of two Civil Engineers, to be designated by the
Aqueduct Commissioners and approved by the Mayor, the Civ-
il Engineer of the Examining Board and Chief Examiner.
The Chief Examiner shall be Chairman."

The foregoing resolution is hereby approved.


Mayor.

Dated February ⁷ , 1896.

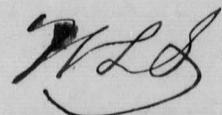
At a meeting of the Civil Service Supervisory Board,
held February 3, it was

RESOLVED: That this Board recommend to the Mayor that
Civil Service Regulation 17 be amended as follows:

(First paragraph to read) "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 satis-
factory report of their answers shall have been made by the
Examiner of Character."

(Last paragraph to read) "No person from whom recom-
mendations are required shall be appointed to any position
for which an examination is necessary unless satisfactory
answers are returned to these questions by two of the per-
sons who have given such recommendations, or unless a satis-
factory report of their answers shall have been made by the
Character Examiner."

The foregoing resolution is hereby approved.


Mayor.

Dated February 4, 1896.

February 3.



NEW YORK CITY CIVIL SERVICE BOARDS.

NEW CRIMINAL COURT BUILDING.

COMMISSIONERS.
EVERETT R. WHEELER, CHAIRMAN,
EDWIN L. GODKIN,
EDMUND RANDOLPH ROBINSON,
CHARLES W. WATSON,
J. VAN VECHTEN OLCOTT,
LEE PHILLIPS,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, February 4, 1896. 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 enclose the following amendments, as passed by the Board February 3, 1896:

Amendment to Regulation 17,

" " " 67,

" " " 69,

" " " 71,

" " " Classification, Dept. of Public Charities, Subdivision I, Class 1, and Subdivision VII, Class 2.

Recommendation for non-competitive examination for position of "Executive Clerk," Dept. of Public Charities.

Respectfully submitted for your approval.

(Enclosures.)

S. William P. ...

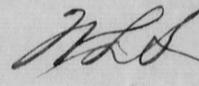
Secretary.

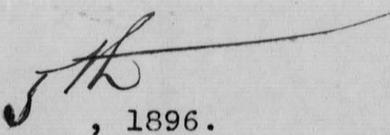
At a meeting of the Civil Service Supervisory Board held February 3d, 1896, it was

RESOLVED: This Board recommend to the Mayor that Regulation 24, third paragraph, be amended to read as follows;-

"No person whose standing on rules and regulations or on the average of the other obligatory subjects is less than 60%, or whose standing on physical qualifications is less than 70%, or whose ascertained average on all is below 70%, shall be entered on the Eligible List."

The Foregoing Resolution is hereby approved.


Mayor.


New York, February , 1896.

Feb. 3.

Less than 50% or whose ascertained average on all is per-
cent 50% or whose standing on physical qualifications is
or on the average of the other qualified subjects is less
No person whose standing on rules and regulations

Follows:-

Regulation 34, Paragraph 1, as amended to read as



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,
LEE PHILLIPS,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, February 5, 1896. 189

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

Dear Sir:-

I herewith enclose a resolution of the Civil
Service Board, passed February 3, 1896, amending Regulation
24, submitting the same for your approval,

I remain,

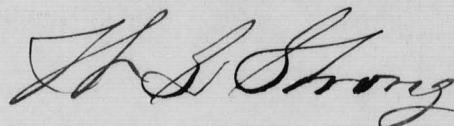
Respectfully yours,

S. William Piscoe
Secretary.

At a meeting of the Civil Service Supervisory Board,
held February 10, 1896, it was

RESOLVED: That this Board recommend to the Mayor that
the salary of Examiner Francis Collingwood be increased from
\$1,000. to \$2,500. per annum, to date from February 1, 1896.

The foregoing resolution is hereby approved.



Mayor.

Dated February 13th, 1896.

Febr. 10



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,
LEE PHILLIPS,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK. February 13, 1896 189

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

Dear Sir:-

I herewith present for your approval an Amendment to Regulation 36 of the Civil Service Regulations, and also a recommendation of the Board for increase of salary of Examiner, Francis Collingwood, passed by the Civil Service Board February 10, 1896.

The monthly report of the Secretary for January, 1896.

I desire to inform you that the Secretary of the State Civil Service writes me that their Board has approved Amendment to Regulation 22, and further, that all other Amendments were laid over until the next meeting for further consideration.

Yours respectfully,

J. William Briscoe
Secretary.

Febr. 13

C

At a meeting of the Civil Service Supervisory Board,
held February 17, 1896, it was

RESOLVED: That this Board recommend to the Mayor that
Subdivision II of Class 1 of the classification of positions
in the Civil Service Supervisory & Examining Boards be
amended by striking therefrom, "Secretary, Chief Clerk."

Subdivision I, Class 1, be amended by adding thereto,
"Secretary, Chief Clerk."

The foregoing resolution is hereby approved.



Mayor.

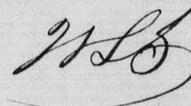
Dated February ¹⁷ 19, 1896.

At a meeting of the Civil Service Supervisory Board,
held February 17, 1896, it was

RESOLVED: That this Board recommend to the Mayor that
the salary of Medical Examiner Aldred S. Houghton be in-
creased from \$720. per annum to \$1,200. per annum.

RESOLVED: That Dr. Alfred S. Houghton be placed in
charge of the medical examination of all applicants, with
the exception of Firemen, Policemen and Keepers.

The foregoing resolution is hereby approved.



Mayor.

Dated February 17, 1896.

Feb. 17



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,
LEE PHILLIPS,
SECRETARY AND EXECUTIVE OFFICER.

NEW YORK, February 19, 1896 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 several amendments to the classification of positions, as recommended by the Committee of LXX and also by the Civil Service Commissioners.

Also recommendation for increase of salary and assignment of additional duties of Dr. Alfred S. Houghton, Medical Examiner.

Amendments to Regulations 1 and 48, of the Civil Service Regulations, striking therefrom the present reading and substituting for same the Constitutional Amendment.

Amendment to Regulation 20, of the Civil Service Regulations, relative to the required height of Park Policemen.

Respectfully submitted,

A. W. Phillips

Secretary.

Feb. 19.

NEW YORK CITY BOARD OF HEALTH

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RECEIVED
FEB 19 1902
NEW YORK CITY BOARD OF HEALTH



NEW YORK CITY CIVIL SERVICE BOARDS.

NEW CRIMINAL COURT BLDG.,

New York, February 20, 1896.

Job E. Hedges, Esq.,
City Hall,
NEW YORK, N. Y.

Dear Sir:-

I desire to acknowledge the receipt of your communication of February 18, concerning the subject in question, as per your letter.

I enclose copy of Eligible List for Male Stenographer, as far as the seventh name, Jas. J. Martin.

On January 21 William Chilvers was appointed Stenographer and Typewriter to the Civil Service Board, he having been selected from the three eligible names, Levey, Schwarz and Chilvers. John H. Dougherty and Robert Killough had previously failed to call at the office, as requested. Michael H. Underwood declined.

Upon a Requisition from the Commissioner of Jurors, for one Stenographer the names of Dougherty, Killough and Schwarz were again certified, John H. Dogherty receiving the appointment.

On a Requisition from the Board of Electrical Control,

(J. E. H. 2)

Robert Killough, Bernard V. Levey and Michael H. Underwood were certified; the name of Jacob Schwarz having been stricken from the Eligible List, owing to the one year limitation.. The Board of Electrical Control notified this Board that Robert Killough and Michael H. Underwood had declined to accept the position, and requested two more names, so that they might have the full complement to select from. The names of Frederick C. Schusler and James J. Martin were certified to them in substitution of the above men who declined appointment.

You are, of course, aware that a Department has the privilege of selecting any one of the three names which are certified to them upon a Requisition.

The Board of Electrical Control selected James J. Martin, and his appointment was, therefore, regular.

I must say, in regard to Mr. Levey, that when I had a personal interview with him, relative to obtaining a stenographer for this office, he acknowledged to me that, although he was a first class stenographer, he had had little or no experience in taking dictation directly on the typewriter. For that reason alone, he was not desirable for this office, as our work here is largely of that character. I understand from Mr. Kearny (Sec'y Board of Electrical Control) that the work is similar in his Department.

(J. E. H. 3)

In regard to Frederick C. Schusler, I learned that he was in the employ of the Department of Public Works, and his name, therefore, was stricken from the Eligible List, and he was notified to that effect.

You will thus see, that the Board of Electrical Control had but two names to select from---Levey and Martin---when they made their final decision. I understand that they were personally acquainted with Martin, and the natural consequence was that they should select him.

In regard to the appointment of Michael H. Underwood in the Fire Department, I desire to inform you that Levey's name was certified to that Board as well, but I am sorry to state that in this case, the Fire Department did not consider any of the names certified but that of Underwood, owing to the fact that he had been employed in their Department for five or six months on a probationary and emergency ground. My attention was called to this fact by the Finance Department, they declining to pay Underwood for his services. I wrote to General LaGrange regarding this, and received from him a communication in answer, stating that they had retained Underwood, because they found his services desirable.

I have notified the Comptroller that this Board considered the temporary employment of Underwood as out of order.

Very respectfully yours,

(Enclosure.)

J. William Brown

Secretary.

EXTRACT
ELIGIBLE LIST FOR MALE STENOGRAPHER
&
TYPE-WRITER.

(1)	ROBERT KILLOUGH,	360 West 117th St., N.Y. City,	98.10%
(2)	JACOB SCHWARZ,	120 Seventh Street, " " "	96.15%
(3)	BERNARD V. LEVEY,	167 West 10th St., " " "	95.55%
(4)	MICHAEL H. UNDERWOOD,	355 West 15th St., " " "	95.27%
(5)	WILLIAM CHILVERS,	87 Greenwich Ave., " " "	95.11%
(6)	FREDERICK C. SCHUSLER,	2049 SEVENTH Ave., " " "	94.60%
(7)	JAMES J. MARTIN,	345 West 26th St., " " "	94.35%
(28)*	JOHN H. DOUGHERTY, VETERAN,	10 Columbia St., " " "	85.65%

* VETERAN.

10-

MONTHLY REPORT OF THE SECRETARY
and
EXTRACTS FROM THE MINUTES OF THE NEW YORK CIVIL SERVICE
SUPERVISORY & EXAMINING BOARDS.

NEW YORK, FEBRUARY , 1896.

MEETING OF THE COMMISSIONERS, HELD FEBRUARY 3, 1896.

The following resolutions amending the Civil Service Regulations, were recommended to the Mayor:

RESOLVED: That Regulation 17 be amended as follows:
(First paragraph to read) "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."

(Last paragraph to read) "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 questions by two of the persons who have given such recommendations, or unless a satisfactory report of their answers shall have been made by the Character Examiner."

RESOLVED: That Regulation 24, paragraph 3, be amended to read as follows:

"No person whose standing on Rules and Regulations or on the average of the other obligatory subjects is less than 60, or whose standing on physical qualifications is less than 70, or whose ascertained average on all is below 70 shall be entered on the eligible list."

RESOLVED: That Regulation 67, paragraph 1, be amended to read as follows:

"A special Board of Examiners shall be organized for the examination of applicants for employment by the Aqueduct Commission in Class 2, Subdivisions I, II, III, IV, V and VI, in the classification appended to the preceding Regulations. The said Board shall consist of two Civil Engineers, to be designated by the Aqueduct Commissioners and approved by the Mayor, the Civil Engineer of the Examining Board and Chief Examiner. The Chief Examiner shall be Chairman."

RESOLVED: That Regulation 69 be amended as follows:

(In the seventh line thereof) By the insertion after the word "therefrom" the words "and proof thereof."

(In the fourteenth line) By the insertion after the word "sent" the words "or given." And after the word "thereafter" the words "shall enter the same in an application book."

(In the twenty-first line) By striking out the words "an envelope bearing the applicant's name and the number of his application," and by inserting the words "order of registration as hereinafter stated."

(In the twenty-second line) By striking out the words "No educational test of qualification shall be required, but" and by inserting the words "An applicant who fails to report for physical examination or who changes his (or her) paper after filing the same shall lose the registration number and shall be required to make a new application."

RESOLVED: That Regulation 71 be amended in paragraph 7, line 2, by insertion after the words "Labor Clerk," the words "within ten days from the date of certification."

The foregoing resolutions were duly approved by the Mayor.

RESOLVED: That the following section of the Consolidation Act, governing Building Inspectors, shall be printed as an appendix to the Civil Service Regulations:

§514. "The Inspectors shall be competent men, either architects, civil-engineers, masons, carpenters or iron-workers, who shall have served at least ten years as such.

The Secretary's Report for the month of January was read and accepted.

The Expense Account for January was presented, duly considered and approved.

Owing to the delay caused by the vouchers of applicants in returning Certifiers' Certificates, it was

RESOLVED: That notice shall be printed on each application to read as follows:

"If applicant's certifiers fail to return the Certifiers Certificates within one week from the date of examination his name shall not be placed upon the eligible list."

The Board resolved that the positions of Executive

Clerk, Visitor to the Out-Door Poor and Permanent Visitor
be classified in the Department of Correction.

Duly approved by the Mayor.

MEETING OF THE COMMISSIONERS, HELD FEBRUARY 10, 1896.

The Amendment as passed by the Civil Service Board on
January 20, 1896, and duly approved by the Mayor, amending
Regulation 22 to read as follows:

"No applicant shall be admitted to examination who is not
physically sound, or placed upon the eligible list whose
character shall not be entirely satisfactory to the Ex-
amining Board."

was duly approved by the New York Civil Service Commission-
ers on February 4.

The Secretary presented a set of Directions for the
Labor Bureau, and after due consideration, it was

RESOLVED: That "The Directions for Labor Bureau" as pre-
sented shall be printed as an Appendix in the Civil Ser-
vice Regulations.

Upon recommendation of the Board of Examiners, it was

RESOLVED: That this Board authorize the Examining Board
to reject any examination paper which had been signed by
the candidate, upon the conclusion of the examination,
providing, that due notice had been given to the appli-
cant to that effect before the examination.

Upon the request of the Department of Correction, it
was

RESOLVED: That the positions of Gate Keeper, Keeper and Guard be classified in the following order of grades:

First Grade,	Gate Keeper	\$700.	per annum,
Second Grade,	Keeper,	\$800.	" "
Third Grade,	Guard,	\$900.	" "

RESOLVED: That the Secretary be directed, where two requisitions are made for the same position, that the same names should be certified on both Requisitions, and should one or the other of the Departments making Requisition send notification of appointment from the Eligible List certified, the Secretary should so notify the other Department.

The Board adopted a resolution, recommending to the Mayor that certain positions now classified in the various Departments as Exempt be transferred into other Schedules as Examinable.

The Secretary presented to the Board a "Demand for Recission of Preamble and Resolution of Civil Service Supervisory Board of December 27, 1894, etc." The Board declined to comply with this request, and directed the Secretary to notify the attorney to that effect.

The Board adopted the following resolution:

RESOLVED: That in the case of applicants for any position except that of fireman or policeman, all applicants who have filed their applications before the written examination begins, shall be examined, and the physical examination may be had before or after the written examination.

MEETING OF THE COMMISSIONERS, HELD FEBRUARY 17, 1896.

The Secretary presented a letter from Clarence B. Angle, Secretary of the State Civil Service Commission, stating that each Commissioner had acted favorably upon the proposed Amendment to Regulation 3 of the Civil Service Regulations

and that the Commission would formally ratify this action at the next meeting.

RESOLVED: That this Board recommend to the Mayor that Regulation 1 of the Civil Service Regulations be amended by striking therefrom the clause as it now reads, and inserting in place thereof:

"Appointments and promotions in the Civil Service of the City of New York shall be made according to merit and fitness to be ascertained, as far as practicable by examinations which, so far as practicable, shall be competitive."

RESOLVED: That Regulation 48 of the Civil Service Regulations be amended by striking therefrom the clause as it now reads, and inserting in place thereof:

"Honorably discharged soldiers and sailors from the army and navy of the United States in the late civil war, who are citizens and residents of this State, shall be entitled to preference in appointment and promotion, without regard to their standing on any list from which such appointment or promotion may be made."

RESOLVED: That a candidate upon the Eligible List who had been certified upon a Requisition and had failed to respond after having been twice notified shall be stricken from the Eligible List, unless he has some good reason to offer in excuse, and that if the excuse is not sufficient, his name shall not be restored to the Eligible List.

The Secretary informed the Board that Louis J. Grant had served notice of motion for Mandamus that the names of the Policemen who were stricken from the Eligible List on December 26, 1894 should be restored thereto; and that the papers had been placed in the hands of the Corporation Counsel for his action.

Upon recommendation of the Department of Public Parks it was

RESOLVED: That this Board recommend to the Mayor to amend Regulation 20, so that the minimum height of all persons hereafter appointed as Park Policemen shall be 5 feet, 8 inches.

RESOLVED: That this Board recommend to the Mayor that the positions of Secretary and Chief Clerk of the Civil Service Board be classified as Examinable.

MEETING OF THE COMMISSIONERS, HELD FEBRUARY 24, 1896.

RESOLVED: That Regulation 45 of the Civil Service Regulations be amended by inserting after the word "days," in the fifth line thereof the clause:

"When there is no eligible list ready for the position for which a requisition is made and upon receipt of a certificate to that effect from the Secretary of Civil Service Board, the Department may make a temporary appointment to said position for a period not exceeding thirty days. The right of said appointee to retain such position shall cease within (5) five days of the receipt by the Department so appointing of a notice from the Secretary of the Civil Service Board that an eligible list is ready."

RESOLVED: That it shall be within the discretion of the Examining Board to require, in addition to the usual testimony as to character of applicants, letters of recommendation from late employers as to the character and ability of the applicant to fill the position sought for."

RESOLVED: That this Board recommend to the Mayor that the classification of positions in the Building Department be amended by adding thereto, "Inspector of Iron & Steel."

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DURING the month of February advance steps have been taken to place the routine work of the office upon a more practicable basis, and, considering the large increase of examinations, the work has been kept well up to date, though, in some instances, Requisitions have not been filled as it has been impossible to prepare all eligible lists promptly.

In accordance with the direction of the Board to revise the present classification of positions in the various Departments a complete list has been prepared and so arranged as to show what positions occur in each Department and in which Schedule they are classified. The list as prepared will be presented to the Board at an early date, and upon their approval, will be printed in the next issue of the

Civil Service Regulations.

Owing to the greater facilities for holding examination the Board instructed the Chief Examiner to report which of the positions classified in Schedule G he would recommend be transferred into Schedule F, and further, that he should confer with the head of the Trade Schools and learned what arrangements could be made with them to examine mechanics from a practical standpoint.

In accordance with these instructions the Chief Examiner conferred with Mr. R. Fulton Cutting, President of the Board of Trustees of the Trade School, who expressed an earnest desire to assist the Civil Service Board in carrying out their plans in this matter. Mr. Cutting furthermore said that manual examinations could be held to test the capacity of tradesmen in such branches as are taught at the school at a very slight expense, the materials being supplied at the school for nothing.

The dates of examinations are set as far in advance as advisable, in order to allow opportunities for advertising. All examinations are advertised in the daily papers, and positions of a special nature are advertised in technical journals as well. This systematic advertising has given the best results; not only has the number of applicants increased, which, consequently, affords greater competition, but the standard has been materially raised, the applicants being men of skill and experience, whom technical papers naturally reach. Another ground of proof is that the Examining Board have found it necessary to increase the severity

of the examinations. In a recent examination for the position of Computer and Topographical Engineer twenty candidates competed in the examination in each instance. Previously only five applicants were present at examination for the same positions.

The following examinations have been held during the month:

Park

Physical Examination for Keepers, Policemen
and Uniformed Firemen,
Mental Examination for Officers in Lodging
House for Homeless Men,
Inspectors of Dredging,
Messengers,
Keepers,
Computers,
Steward,
Lumber Inspectors,
Clerks,
Inspectors, Overhead Wires, Board of Electrical
Control,
Assistant Chemist,
Assistant Keepers,
Marine Engineers,
Head Nurse,
Firemen, Uniform,
Topographical Engineer,
Park Policemen.
Engineman,

The above examinations may be divided as follows:

Promotions	6
Physical	94
Non-Competitive, Attendants,	129
Competitive	548
TOTAL	<u>777</u>

The following Eligible Lists have been prepared during the month:

POSITION.	NUMBER ON LIST.
Deputy Warden,	4
Hydraulic Engineer,	7
Computer,	1
Firemen,	10

POSITION.	NUMBER ON LIST.
Brought forward,	22
Superintendent, Lodging House,	6
Park Policemen,	63
Night Officer, Lodging House,	4
Investigator, Lodging House,	17
Steam Engineer,	25
Assistant Chemist,	6
Keeper,	67
Stewards,	3
Trained Nurses,	4
Engineer Inspector,	17
TOTAL.	<u>234</u>

Appointments during the month are as follows:

From Competitive Schedules.	36
From Labor Bureau	<u>39</u>
TOTAL.	75

PROMOTIONS, by Examination,	4
" Labor Bureau.	<u>6</u>
TOTAL.	10

Expense account for the month is as follows:

Office staff, Clerks,	\$669.16
" " Examiners,	1,210.14
" " Labor Bureau.	<u>200.00</u>
	\$2,079.30
Incidental expenses (postage, messenger service, telephone)	<u>1,133.97</u>
	\$2,213.27

Balance of appropriation.	\$25,664.75
Total Expense acc. for February	<u>2,213.27</u>
BALANCE	\$23,341.46

A. William Briscoe

SECRETARY.

Febr.

Steam Engineer
Investigator,
Night Officer,
Park Police
Superintendent
Brought Forward
POSITION.

Office at