

MONTHLY REPORT OF THE SECRETARY  
and  
EXTRACTS FROM THE MINUTES OF THE NEW YORK CITY CIVIL SERVICE  
COMMISSION.  
APRIL, 1897.

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MEETING OF THE COMMISSION, HELD APRIL 6, 1897.

The Chief Examiner presented the following report of persons examined during the month of March:

Competitive (Mental)	787
Promotion, "	6
Physical,	<u>1</u>
	794

The Secretary submitted resignation of John H. Fitzpatrick as Examiner.

A letter, dated April 5, was presented from President of Fire Department, relative to weights in promotions, requesting permission to appear before the Commission.

The Secretary was directed to invite President Sheffield to be present at the next meeting of the Commission.

The Secretary stated that he had been visited by Auguste P. Montant, Chairman of the Board of Education Committee on Nautical School, and Lieut. Field, Commander of the School Ship, who called attention to the impracticability of filling vacancies from the eligible lists when the Ship was cruising in foreign waters. The Secretary and Chief Examiner suggested that the employees of the School Ship be classified in Schedule A, and be given a non-competitive examination under the supervision of the Board of Education.

RESOLVED:-- That this Commission recommend to the Mayor that Schedule A of the classification of positions in the Board of Education be amended by adding thereto all employees in the Nautical School as subject to non-competitive examination. Further, that the Secretary be authorized to accept the certificate of the Board of Education to the effect that all appointments to positions in the Nautical School have been made in full compliance with the Civil Service laws and regulations.

The Secretary reported that the New York Civil Service Commission had duly approved amendment recommended to Regulation 30; and that the Mayor had approved all amendments recommended to him by the Commission.



MEETING OF THE COMMISSION, HELD APRIL 13, 1897.

A communication, dated April 13, was presented from the Chairman, calling attention to the Civil Service bill before the State Legislature, and urging that the Commission be represented at the public hearing thereon at Albany on Thursday.

It was moved, seconded and carried, that the following telegram be immediately sent to the Governor:

NEW YORK, April 13, 1897.

Hon. Frank S. Black,

Albany, New York.

The Civil Service Commission of New York City, learning this evening that a hearing will be had before Senate Judiciary Committee to-morrow on the Civil Service Bill, ask for further time to present argument, and respectfully suggest your influence that special hearing be had on Monday afternoon by such Committee, so that Commissioners may attend and be heard. Kindly answer at Bar Association, forty-two West forty-fourth Street, if possible, this evening. Charles W. Watson, J. Van Vechten Olcott, W. Bayard Cutting, William Jay Schieffelin.

It was agreed that such Commissioners as could attend and the Secretary appear before the Senate Judiciary Committee, at the hearing on Thursday, at 3 P. M.

President Sheffield, of the Fire Department, called by invitation, and stated the Fire Board's reasons for requesting that the weights for promotions in the uniformed force of the Department be altered to read as follows:

Writing, . . . . .	.10
Laws, . . . . .	.15
Rules, . . . . .	.15
Physical, . . . . .	.10
Record, fitness and efficiency, . . . .	<u>.50</u>
	100

President Sheffield retired, and the matter was laid on the table for further consideration.

MEETING OF THE COMMISSION, HELD APRIL 26, 1897.

The Secretary presented letters received from the following Departments, as to the efficacy of the present system to determine merit and fitness of candidates by examination, in response to request of the Commission of April 13, 1897:

Department of Docks,  
Department of Public Works,  
Counsel to the Corporation,  
Department of Public Charities,  
Department of Correction,



Fire Department,  
Health Department,  
Department of Street Cleaning.

The Chief Examiner submitted a form for record in examinations for promotion, as directed by the Commission. The same was amended, and the Secretary instructed to forward a copy of the same to the Commissioners for consideration.

RESOLVED: That applicants for the position of Inspector in the Building Department shall be required to have had ten years' experience in the actual line for which they apply.

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The following mental examinations were held during the month of April, 1897:

Carpenter Building Inspector; Copyist (Promotion in Law Department); Medical Bath Attendant (Department of Public Charities); Superintendent of Out-Door Poor (Department of Public Charities); Messenger; Topographical Draughtsman; Clerks, (Building Department); Axeman; Stenographer and Typewriter; Interpreter; Clerk (Promotion, Department of Public Works); Apothecary; Assistant Apothecary; Gardener; Gardener's Apprentice; Assistant Engineer; Instrument Maker; Orderly, (Department of Correction); Inspector of Pipes and Pipe Laying; Water Purveyor (Promotion in Department of Public Works); General Superintendent of Street Openings (Promotion in Department of Public Works); Clerk, (Promotion to 4th Grade, Department of Docks); Clerk (Promotion to 3d Grade, Department of Docks); Clerk (Promotion to 3d Grade, Department of Street Improvements, 23d and 24th Wards); Clerk (Promotion to 1st. Grade, Department of Street Improvements, 23d and 24th Wards).

Physical examinations were held during the month of April as follows:

Park Policeman;  
Superintendent of Out-Door Poor, Dept. of Public Charities

The following eligible lists were prepared during the month:

POSITION.	NO. EXAMINED.	NO. ON LIST.
Weighmaster,	40	10
Building Superintendent, Fire Dept.,	11	4
Leveler (Promotion)	22	3
Mason-Building Inspector,	44	6



POSITION.	NO. EXAMINED.	NO. ON LIST
Brought forward,	117	23
2d Grade Clerk (Promotion)	1	1
Assistant Engineer (Promotion),	32	1
Chainman,	106	33
Janitor (Engineer),	33	19
Supt. Out-Door Poor (promotion),	3	1
Transitman (Promotion),	11	2
Police Sanitary Squad,	3	2
Police Sanitary Squad,	17	9
Medical Bath Attendant,	5	2
Clerks, Mes. & Indexing,	52	2
Building Inspector of Iron & Steel,	10	4
Copyist, (Promotion), Law Dept.	3	0
Assistant Engineer, (Promotion),	1	1
Architectural Draughtsman,	20	5
Junior Clerk,	69	20
	493	125

The number of candidates examined during the month is as follows:

Competitive,	616
" Physical,	363
Promotion,	20
	999

Appointments, etc. during the month were as follows:

Appointments, . . . . .	.92
Resignations, . . . . .	.21
Dismissals, . . . . .	9
Promotions, . . . . .	3
Transfers, . . . . .	5
Reinstatements, . . . . .	2

#### LABOR BUREAU.

Applications on file, . . . . .	.13,241
Applications filed during April, . . . . .	330
Appointments, . . . . .	33
Resignations, . . . . .	7
Promotions, . . . . .	2
Reinstatements, . . . . .	24
Transfers, . . . . .	1
Trade examinations, . . . . .	1



THE EXPENSE ACCOUNT FOR THE MONTH IS AS FOLLOWS:

Office Staff, Clerks, . . . . .	\$ 831.98
" " Examiners, . . . . .	1,337.66
" " Labor Bureau, . . . . .	315.00
	<u>\$ 2,484.64</u>

Incidental Expenses---messenger, postage, telephone service, etc., . . . . .	206.03
GRAND TOTAL, . . . . .	<u>\$ 2,690.67</u>

Balance of Appropriation, April 1, 1897, . . . . .	\$22,844.33
Total expenditures for April, 1897, . . . . .	<u>2,690.67</u>
BALANCE OF APPROPRIATION, MAY 1, 1897, . . . . .	<u>\$20,153.66</u>

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April

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C.

AT a meeting of the New York City Civil Service Commission, held April 13, 1897, it was

RESOLVED: That the position of Principal Assistant Engineer be stricken from the Civil Service classification of positions, and that the fifth grade of the engineering classification be amended to read as follows:

FIFTH GRADE.

*Principal*  
Assistant Engineer,  
Assistant Engineer,

Maximum, \$2,100.  
\$3,000. and over.

AT a meeting of the New York City Civil Service Commission, held May 10, 1897, it was

RESOLVED: That the classification of Draughtsmen be altered to read as follows:

FOURTH GRADE:

Draughtsman, General,  
Draughtsman, Architectural or Mechanical,  
Draughtsman, Topographical,

Maximum.

\$1,800.00  
\$1,800.00  
\$1,800.00

The foregoing resolutions are hereby approved.

*W. L. Strong*

Mayor.

NEW YORK, May 10<sup>th</sup>, 1897.



NEW YORK CITY CIVIL SERVICE COMMISSION  
NEW CRIMINAL COURT BUILDING.

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

NEW YORK, May 12, 1897, 189

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

Dear Sir:-

I have the honor to enclose herewith, for your approval,  
amendments recommended by the Commission to the Civil Service  
Classification of engineering positions.

I also enclose the Monthly Report of the Commission for  
April, 1897.

Very respectfully,

*William Briscoe*  
Secretary.

(Enclosures.)





NEW YORK CITY CIVIL SERVICE COMMISSION  
NEW CRIMINAL COURT BUILDING.

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

NEW YORK, May 18, 1897. 189

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

Dear Sir:-

I desire to inform you that the Commission held its regular meeting on Monday, May 17, Commissioners Wheeler, Watson and Schieffelin being present. Commissioner Cutting was out of town and Commissioner Olcott was engaged in a reference, and, therefore, these two Commissioners were unable to attend the meeting.

The Civil Service bill which has recently become a law was duly considered, and a special meeting was called for May 21 to formulate rules and regulations in accordance with the law.

It was the opinion of the Commissioners that until such relative to competitive examinations rules and regulations were in effect, this Commission was not in a position to honor requisitions. I was instructed to inform you of a letter received from Hon. Francis M. Scott, Counsel to the Corporation, relative to this act of the Legislature regarding Civil Service examinations, etc., and, in accordance with the power conferred by the bill upon him, to designate some person or board to conduct examinations for appointments and promotions in his Depart-

(Hon. W. L. S. 2)

ment he has appointed the present New York City Civil Service Commission and their successors to conduct such examination.

It was the pleasure of the Commission to accept the office conferred upon it by the Counsel to the Corporation.

I desire to present the issue of the Thirteenth Annual Report of the New York City Civil Service Commission, with Rules and Regulations to date.

Very respectfully yours,

*William B. Briscoe*  
Secretary.



(S. I. W. 1911)

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colleges and the New York City College of Education  
not in the same way as the other colleges  
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C O P Y .

City of New York,  
Commissioner of Street Improvements,  
23d and 24th Wards,  
No. 2622 Third Avenue, Corner 141st Street.

Commissioner's Office.

May 26th, 1897.

S. William Briscoe, Esq.,  
Secretary,  
Civil Service Commission.

Dear Sir:-

I beg to notify you that I have increased the salary of Henry H. Farnum, Engineer in charge of Sewers, from \$3,000.00 to \$3,300.00 per annum, to take effect June 1st next.

I have also increased the salary of Samuel C. Thompson, Engineer in charge of Regulating, Grading and Paving, from \$3,000.00 to \$3,300.00 per annum, to take effect also from June 1st. next.

In this connection I have designated Mr. Farnum as "Principal Assistant Engineer in charge of Sewers," and Mr. Thompson as "Principal Assistant Engineer in charge of Regulating, Grading and Paving."

As a matter of fact Mr. Farnum has been acting as Principal Assistant Engineer in charge of Sewers, since the formation of this Department, January 1st. 1891, and Mr. Thompson has been acting likewise in his bureau for the same period.

Respectfully,

(Signed) LOUIS F. HAFKEN,  
Commissioner.





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 CITY CIVIL SERVICE COMMISSION  
 NEW CRIMINAL COURT BUILDING.

✓ NEW YORK, May 28, 1897. 189

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

Dear Sir:-

At a meeting of the Commission held May 26, 1897, the Civil Service law recently enacted and known as Chapter 428 of the Laws of 1897 having been duly considered, it was decided to adopt the enclose regulations in accordance with the provisions thereof; and the Secretary was instructed to forward a copy of the same to the State Civil Service Commission, for approval.

The Commission adopted an additional regulation for the guidance of the office, a copy of which I also enclose.

A communication was received this instant from the Department of Docks, appointing the Civil Service Commission as their Board of Examiners, under the provisions of section 2 of the Civil Service Act.

The question as to how examinations to determine, first, merit, and, secondly, fitness, shall be conducted, is still under advisement.

Very respectfully,

*William Briscoe*  
 Secretary.

(Enclosures.)

R U L E S

ADOPTED BY THE CIVIL SERVICE COMMISSION OF THE  
CITY OF NEW YORK, PURSUANT TO CHAPTER 428 OF  
THE LAWS OF 1897.

74. The ratings on all the present eligible lists of the New York City Civil Service Commission in Schedules A to F, both inclusive, shall be divided by two. The result will be the new rating required by section 1 of the Act.

75. The questions and answers in all examinations by the appointing power, under the provisions of section 2 of said Act shall either be in writing, or taken down stenographically and then reduced to writing.

76. The questions put and the answers thereto, given upon all such examinations, with the rating of the appointing power thereon, shall be certified to the Secretary of the New York City Civil Service Commission, and eligible lists shall thereupon be made up by him, by adding the ratings as aforesaid under section 1 of said Act to the ratings aforesaid under section 2 thereof, and certification shall be made from the eligible lists so prepared in answer to any requisition made to him.

77. No question in any examination or proceeding by or under these rules shall call for the expression or disclosure of any political or religious opinion or affiliation, and if such opinion or affiliation be known no discrimination shall be made by reason thereof by the examiners or the appointing power.

78. Any candidate claiming that in the examination for fitness the requirements of section 4 of said Act have been violated, shall have the right of appeal to the New York City Civil Service Commission, which shall hear and determine the same after notice to the appointing power, giving to him or them and the person aggrieved, an opportunity to be heard.

79. Except as herein provided, the regulations previously adopted and prescribed by the Mayor of the City of New York and approved by the State Civil Service Commission, shall remain in force, and all examinations under the authority of the New York City Civil Service Commission shall be conducted in conformity therewith, and when any rating is made upon such examination pursuant to the said regulations, it shall be divided by two, in the manner prescribed by rule 74, so as to conform to the provisions of section 1 of said Act.



ADDITIONAL RULE FOR CIVIL SERVICE OFFICE.

17. Whenever the appointing power shall designate the New York City Civil Service Commission to hold the examinations required by section 2 of Chapter 428 of the Laws of 1897, and examinations for merit and fitness have already been held by said Commission, the aggregate rating given by it shall be deemed the aggregate rating required by said section. Provided, however, that when any special qualification shall be designated by the appointing power as necessary for the proper discharge of the duties of a particular position, a supplementary examination shall be held as to the fitness of candidates for such position with reference to such qualifications, unless the examination already had has covered such qualifications. In this case the Chief Examiner shall, upon the basis of the examinations already had, make a rating as to the fitness of such candidates.



NEW YORK CITY CIVIL SERVICE COMMISSION  
NEW CRIMINAL COURT BUILDING.

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

NEW YORK, May 28, 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, resolution of the New York City Civil Service Commission, adopted at a meeting held May 26, 1897, recommending that Schedule B of the Civil Service classification of positions in the Department of Taxes and Assessments be amended, by adding thereto "Assistant Secretary."

Very respectfully submitted,

*William Briscoe*  
Secretary.

(Enclosure.)



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

RESOLVED: That this Commission recommend to the Mayor that Schedule B of the classification of the Department of Taxes and Assessments be amended, by classifying therein "Assistant Secretary."

The foregoing resolution is hereby approved.

*W. L. Strong*  
Mayor.

NEW YORK, *May 29<sup>th</sup>*, 1897.

Dolls. Ferry

David J. Ferry May 30, 97

to you from Strong

Dear Mayor:

Having past a ~~Civil Service~~  
Examination last - request  
for a position as Engineer  
on the Cotton Aqueduct  
by the advice of Mr. Foster  
Peckham at this place. Not  
having complied with all  
requirements. He put in  
his name again to do the mason  
work at the rate of \$2.00 per  
day



Now Mr Star Chamber as  
I fully believe in your  
well earned title as an  
honest man I beg of you  
to please take my case  
in hands as I have been  
treated shamefully in  
this matter - as I spent my  
last dollar going up and  
down saving this Civil war  
farce - he was another  
scheme to make money  
out - took his ample salary  
that is to have a horse and  
wagon charge the city & was  
was a Govt draw this  
amount to him - Mr Foster  
returns him the money

some of \$200 per week  
in this the reformed way  
of running politics my  
Star Mr Mayor we read  
and hear so much about  
Mr Foster is a disgrace  
to the Republican party  
and I excuse him of being  
dishonest and ~~dishonest~~ <sup>dishonest</sup>  
Liquor and Star Mayor  
if such men is allowed  
to run the Republican  
party it is time to get out  
I have been a long <sup>time</sup> ~~long~~ <sup>long</sup>  
all my life but if I don't  
see any fair play well it  
is time to retire. Your Honor  
this is also a laboring man

During the painting Mr Foster  
had a practical painter sent  
summer now this winter he sent  
for the same man after him  
being laid off got all information  
from him underhand but what  
paint was needed so left  
the painter out in the cold so  
please Dear Mayor this is  
a sample of how things are  
worked here Your very sincerely  
David J. Hamer  
5765. Tracy & Johnson





## 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, June 4, 1897.

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

Dear Sir:-

I beg to acknowledge receipt of your communication of June 1, enclosing a letter from David J. Hanvey, Dobbs' Ferry, applicant for the position of Mason. I have made a careful investigation of the complaint made in his letter, and herewith present a detailed report.

"David J. Hanvey filed application on September 4, 1896, as Mason, receiving the application number 10245, and the equivalent registration number " C 57 ", ("C" representing civilians, not veterans, with families depending upon them for support). There have been no appointments of Masons since May 29, 1896, and therefore the name of David J. Hanvey has in no way been prejudiced. Appended to this report I present a table of appointments made, showing date of appointment, name of party, application number.

As to the question of a Laborer being detailed to perform the work of a Mason or Painter, I would inform you that while the statement made by Mr. Hanvey may be correct, it is not within the power of this Commission to prevent a City Department detailing a Laborer to do such work, and would say that it is a question for which the appointing power must be held directly responsible as to whether the work done is properly executed.

As to the charge that a City Department is engaging the services of a horse and wagon at a certain rate and pays the driver a certain amount out of the amount charged, it would seem that the appointing power had a perfect right to engage the services of a horse, wagon and driver without regard to Civil Service Regulations, inasmuch as it is impossible for us to classify horses and wagons! It naturally follows that a driver must be engaged to drive the team. It frequently occurs that the party engaged to do the driving is the owner of the team, and, in case the owner is unable to drive himself, he designates someone else. Therefore, I do not see that this Commission can in any way control this matter.

<u>REGISTRATION NUMBER</u>	<u>NAME</u>	<u>FILED</u>	<u>APPOINTED</u>
A 1	F. H. Pontin,	April 22, 1896,	D. P. P.
A 2	B. Dayton,	June 14, 1895,	D. P. W. Ma- hopac.
C 1	Thomas Maroney,	April 22, 1896,	D. P. P.
C 22	J. Callahan,	Aug. 22, 1895,	D. P. W. Dobbs' Ferry.
C 22 1/2	W. M. Conklin,	Aug. 16, 1895,	D. P. W. Dobbs' Ferry.
C 27	M. Cleary, M. Cleary,	Aug. 23, 1895,	D. P. W. Yonkers.
C 32	M. Kielly,	Oct. 21, 1895,	D. P. W. Yonkers.
C 42	James Ruddy,	May 29, 1896,	D. S. I. Throggs Neck.
D 1	John H. Curran,	Aug. 16, 1895,	D. P. W. Yonkers.

A - - veteran with family to support.

C - - civilian with family to support.

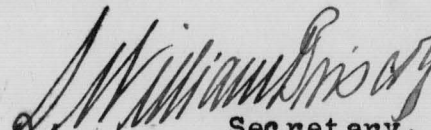
D - - civilian with no family to support.

The above appointments were made in accordance with the rule as to making appointments according to the district in which the work was to be done and the applicant resident.



If you desire any further information in the premises, I should be very glad to furnish the same.

Yours very respectfully,

  
Secretary.

June 4

9.





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 CITY CIVIL SERVICE COMMISSION  
 NEW CRIMINAL COURT BUILDING.

NEW YORK, June 10, 1897. 189

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

Dear Sir:

I have the honor to enclose herewith, for your approval, the following recommendations of the New York City Civil Service Commission, adopted at a meeting held June 9, 1897:

That Regulation 45 be suspended in the case of George W. Carpenter, formerly Inspector of Dredging in the Dock Department, inasmuch as this Commission is informed that the Department of Docks desires to reinstate him.

That examination for promotion be dispensed with in the case of Samuel C. Thomson and Henry H. Farnum, Assistant Engineers in the Department of Street Improvements, 23d and 24th Wards.

Respectfully,

*William Briscoe*  
 Secretary.

(Enclosures.)

Local officials to investigate this.

Transmitted to this Commission is information that the Department of  
Education, through its Director of Investigation, has been advised that

that information to be furnished to the State of Georgia.

Commission, which is a matter of public interest.

The following recommendations of the New York State College

I have the honor to enclose herewith for your information.

Very truly,  
Sincerely,

CHAS. H. HILL, NEW YORK.



At a meeting of the New York City Civil Service Commission, held June 9, 1897, it was

RESOLVED: That this Commission recommend to the Mayor that the examination for promotion of Samuel C. Thompson and Henry H. Farnum, now holding the position of Assistant Engineer in the Department of Street Improvements, to the position of Principal Assistant Engineer be waived in their case for the reasons specified in the communication of the Department of Street Improvements, Twenty-third and Twenty-fourth Wards, dated May 26, 1897, a copy of which is hereto appended.

The foregoing resolution is hereby approved.

*W. L. Strong*  
Mayor.

NEW YORK, June 11<sup>th</sup>, 1897.

May 26

NEW YORK, MAY 26, 1904.  
RECEIVED OF THE NEW YORK CITY STAFF SERVICE COM-

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C O P Y .

NEW YORK, June 2nd, 1897.

S. William Briscoe, Esq.,

Secretary, Civil Service Commission.

Dear Sir:-

Having been employed in the Department of Docks as an Acting Inspector of Dredging from 1879 to 1884 (there being no position of Inspector of Dredging for that time) I passed a Civil Service Examination in 1884, and was made Inspector of Dredging with said Department, which position I held until April 1st, 1896, when I resigned and was afterward employed in the same capacity by the United States Government. I am now desirous, if possible, to resume my former position with the Department of Docks.

As it is now two months since my time expired as an eligible candidate for Inspector of Dredging, I respectfully request your honorable Board of Commissioners to extend the time limit of eligibility for six months or as you may see fit.

Very respectfully,

Your obedient servant,

(Signed) GEO. W. CARPENTER.

Note: As to my record while in the Department of Docks, I refer to Mr. George S. Greene, Jr., the present Engineer-in-Chief.

G. W. C.

No. 933 Boulevard,  
Astoria, L. I. C.  
N. Y.

ed) GEO. W. CARPENTER.

LOCK' JUNE 2ND, 1881

a present Engineer in-

10

LOCK' JUNE 2ND, 1881



At a meeting of the New York City Civil Service Commission, held June 9, 1897, it was

RESOLVED: That this Commission recommend to the Mayor the suspension of Regulation 45 in the case of George W. Carpenter, subject to the approval of the New York Civil Service Commission, inasmuch as we are informed that the Dock Department desire to reinstate him, and for the reasons given in his appeal, a copy of which is hereto appended.

The foregoing resolution is hereby approved.

*H. L. Strong*  
Mayor.

NEW YORK, June 11<sup>th</sup>, 1897.



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

MAY, 1897.

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MEETING OF THE COMMISSION, HELD MAY 3, 1897.

The Secretary reported that he had been informed by an Assistant to Corporation Counsel that the Commissioner of Street Improvements had requested an opinion as to whether he could appoint Laborers regardless of Civil Service rules.

The Secretary was instructed to inform the Mayor of the facts in the case.

The following report for the month of April was submitted from the Chief Examiner:

Examinations, Competitive,	616
" " physical,	363
" Promotion,	20
TOTAL,	999

MEETING OF THE COMMISSION, HELD MAY 10, 1897.

Resolved: That the eligible lists for Patrolman on Aqueduct and Bookbinder, expiring May 15 and 16, 1897 respectively, be extended for six months from date of expiration.

Resolved: That James F. Dwyer, of No. 522 East 83d Street, who stands No. 3 on the eligible list, with a percentage of 75.50, be appointed Office Boy in the office of the Commission, to date from May 10, 1897, at a salary of eighteen dollars per month.

The Secretary reported that the Mayor had approved the classification of the position of Interpreter.

Resolved: That the classification of Draughtsmen be altered to read as follows:

	Fourth Grade.	Maximum.
Draughtsman, General,		\$1,800.
Draughtsman, Architectural or Mechanical,		1,800.
Draughtsman, Topographical,		1,800.



MEETING OF THE COMMISSION, HELD MAY 17, 1897.

A letter was then read from the Chairman presenting certain rules for adoption under the provisions of the Civil Service bill.

After discussion, it was determined what portions of the rules presented should be further considered, and the Secretary was instructed to send to each of the Commissioners a copy of the rules as amended.

A letter was read from the Counsel to the Corporation, Hon. Francis M. Scott, stating that, under Section 2 of the Civil Service Act, he desired to designate as the Examining Board to determine fitness for his Department, the present Civil Service Commissioners and successors.

RESOLVED: That the office conferred upon this Commission by Mr. Scott be accepted, and adopted unanimously.

The Secretary requested to be informed as to what acknowledgment he should make to requisitions made upon this Commission.

It was the opinion of the Commission that, until Regulations were prescribed in accordance with this Act as to competitive examinations, requisitions should not be honored, and that the Commission was considering the effect of the Act, and that Departments making requisition should be notified to that effect.

Resolved: That a special meeting of the Commission be called for Friday, May 21, at the office of the Commission, at 4 P. M., the Civil Service Bill the the adoption of rules pursuant to same to be the special order of business.

The Secretary presented for the consideration of the Commission the question of the classification of employees in the office of the City Magistrates.

The Secretary was instructed to write to the Corporation Counsel for his opinion as to whether the office of the City Magistrates came within the jurisdiction of the Municipal or State Civil Service Commissions.

The Secretary reported that the Mayor had approved amendment to the grading of Engineering positions.

The Secretary reported that the State Civil Service Commission had approved amendment to the Regulations as to clerical positions, relative to handwriting.



SPECIAL MEETING OF THE COMMISSION, HELD MAY 21, 1897,

4 P. M., AT THE OFFICE OF THE COMMISSION.

Present, Chairman Wheeler, Commissioners Olcott and Schieffelin, and Chief Examiner Ireland.

On motion, the reading of the Minutes was dispensed with.

A letter was read from Commissioner Watson, relative to the Civil Service law.

A communication was read from the Department of Street Cleaning and the Board of Education, appointing the Civil Service Commission as the board of examiners to determine fitness of applicants for positions in their Departments, in accordance with section 2 of the Civil Service Act.

The appointments made by the Board of Education and Department of Street Cleaning were unanimously accepted.

The rules established in pursuance of the Civil Service Law, as drawn by Chairman Wheeler, were then discussed.

Resolved: That the rules as presented be adopted, provided that they meet with the approval of the other Civil Service Commissions.

Resolved: That these six rules, as drafted and amended by the Commission, be sent at once to the Buffalo, Brooklyn and Rochester Civil Service Commissions, with a request for suggestions from them, and an invitation to them to be present at the next meeting of the Commission, on Wednesday evening, to consider the whole subject.

The Secretary stated that there were on file requisitions to fill seventeen vacancies of various positions, but that, inasmuch as the Commission had suspended all certification on requisitions, and in order that there should be as little delay as possible and that the Departments should not be inconvenienced, he had furnished an unofficial list of names of persons that would be certified to them, were this Commission in a position to make certification.

The action of the Secretary was approved.

MEETING OF THE COMMISSION, HELD MAY 26, 1897.

Resolved: That this Commission recommend to the Mayor for appointment as Civil Service Medical Examiner, Dr. L. F. Warner, of No. 139 West 21st Street, inasmuch as he is the only one of the candidates who has passed the ratings both of the original examiners and of Dr. William H. Draper, to whom the matter was referred.



The Chairman read communications from the Civil Service Commissions of Albany, Buffalo, Brooklyn and Rochester, and from the Civil Service Reform Association, which last letter was laid on the table for further consideration.

An opinion was read from the Corporation Counsel to the Board of Health, to the effect that, under the new law, the person standing first on the eligible list must be given preference in appointment.

The Chairman reported that he had been waited upon by Colonel Burt, of the New York City Civil Service Commission, who approved the regulations provisionally adopted by the Commission, with the exception of proposed Rule 79, which he suggested might be made a rule of the office, rather than a regulation.

The Chairman suggested that Regulation 18 of the Civil Service Regulations be incorporated in the rules provisionally adopted, and that the last rule be adopted as rule for the Civil Service office and not as a regulation, in accordance with the suggestion of Colonel Burt.

Resolved: That the following Rules be adopted by the Civil Service Commission of the City of New York, pursuant to Chapter 428 of the Laws of 1897, and forwarded to the New York Civil Service Commission, for their approval.

74. The ratings on all the present eligible lists of the New York City Civil Service Commission in Schedules A to F, both inclusive, shall be divided by two. The result will be the new rating required by section 1 of the Act.

75. The questions and answers in all examinations by the appointing power, under the provisions of section 2 of said Act shall either be in writing, or taken down stenographically and then reduced to writing.

76. The questions put and the answers thereto, given upon all such examinations, with the rating of the appointing power thereon, shall be certified to the Secretary of the New York City Civil Service Commission, and eligible lists shall thereupon be made up by him, by adding the ratings as aforesaid under section 1 of said Act to the ratings aforesaid under section 2 thereof, and certification shall be made from the eligible lists so prepared in answer to any requisition made to him.

77. No question in any examination or proceeding by or under these rules shall call for the expression or disclosure of any political or religious opinion or affiliation, and if such opinion or affiliation be known no discrimination shall be made by reason thereof by the examiners or the appointing power.

78. Any candidate claiming that in the examination for



fitness the requirements of section 4 of said Act have been violated, shall have the right of appeal to the New York City Civil Service Commission, which shall hear and determine the same after notice to the appointing power, giving to him or them and the person aggrieved, an opportunity to be heard.

79. Except as herein provided, the regulations previously adopted and prescribed by the Mayor of the City of New York and approved by the State Civil Service Commission, shall remain in force, and all examinations under the authority of the New York City Civil Service Commission shall be conducted in conformity therewith, and when any rating is made upon such examination pursuant to the said regulations, it shall be divided by two, in the manner prescribed by rule 74, so as to conform to the provisions of section 1 of said Act.

Resolved: That the following be adopted as an additional rule for the Civil Service office:

17. Whenever the appointing power shall designate the New York City Civil Service Commission to hold the examinations required by section 2 of Chapter 428 of the Laws of 1897, and examinations for merit and fitness have already been held by said Commission, the aggregate rating given by it shall be deemed the aggregate rating required by said section. Provided, however, that when any special qualification shall be designated by the appointing power as necessary for the proper discharge of the duties of a particular position, a supplementary examination shall be held as to the fitness of candidates for such position with reference to such qualifications, unless the examination already had has covered such qualifications. In this case, the Chief Examiner shall, upon the basis of the examinations already had, make a rating as to the fitness of such candidates.

Resolved: That, in accordance with the provisions of the Civil Service Act, Chapter 428 of the Laws of 1897, section 2, the Civil Service Commission of the City of New York designate and appoint as their Board of Examiners to determine fitness of employees of this Commission, the Board of Examiners of the Civil Service Commission.

The Secretary recommended that the eligible lists for Warden of Ludlow Street Jail, and Warden Department of Correction, be merged into one eligible list.

The recommendation was approved, and the merging of the two eligible lists ordered.

Resolved: That the eligible list for Park Policeman, in the case of all candidates rated over 80%, be extended until the preparation of the new eligible list for that position.



The Secretary stated that an examination for Lumber Inspector was held March 12, 1896 and October 20, 1896, and that no appointments had been made from said list, and he would, therefore, recommend, that the examination of March 12 be extended until November 20, the date of expiration of the subsequent examination.

The extension of the eligible list for Lumber Inspector was so ordered .

The Secretary reported that the eligible list for Bath Attendant, Male, contained nine names; Female Bath Attendant, forty names; and that they expired May 25, 1897: that he had received a communication from the Department of Public Works that it would not be necessary to hold an examination this year for that position.

On motion, the eligible list for Bath Attendant was extended six months.

A communication was read from Hon. E. P. Barker, President Department of Taxes and Assessments, requesting the classification of the position of Assistant Secretary.

Resolved: That the request of the Department of Taxes and Assessments be granted, and that this Commission recommend to the Mayor that Schedule B of the classification of the Department of Taxes and Assessments be amended by classifying therein, "Assistant Secretary."

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The following mental examinations were held during May:

Laboratory Attendant (Health Department); Building Inspector of Masonry; Clerk (promotion to 2nd Grade, Dept. of Taxes and Assessments); Clerk (Promotion to 2nd Grade, Dock Dept.); Axeman; Messenger; Hydrographer; Office Boy; Drill Master (Fire Dept.); Mechanical Draughtsman; Nurse; Timekeeper; Apothecary; Engineer Inspector of Regulating, Grading and Paving; Architectural Draughtsman; Orderly; Clerk (promotion to 1st Grade, Dept. of Street Improvements, 23d and 24th Wards); Clerk (promotion to 2nd Grade, Board of Electrical Control); Clerk, 1st Grade; Civil Service Examiner, Mechanical Engineer; Driver; Fireman;(Annexed District);

The following physical examinations were held during May

Messenger;  
Keeper,  
Fireman.



The above examinations may be divided as follows:

Mental, Competitive, . . . . .	541
Physical, " . . . . .	261
Promotion, . . . . .	8

810

The following eligible lists were prepared during the month of May.

POSITION.	NO. EXAMINED.	NO. ON LIST
Clerk (promotion Dept. Public Works,)	8	6
Clerk (promotion Dept. St. Improvements,)	1	1
Clerk (promotion Dept. of Docks,)	2	2
Genl. Insp. St. Openings, (promotion)	1	1
Water Purveyor, (promotion)	1	1
Clerk (promotion, Dept. Taxes & Assmts.)	2	2
Instrument Maker,	8	4
Assistant Supt. of Maintenance,	6	1
Genl. Inspector of Maintenance,	32	3
Clerk (promotion, Dept. of Docks)	1	1
Fireman,	256	12
Supt. of Maintenance,	8	8
Drill Master (promotion, Fire Dept.)	1	1
Clerk (promotion Board Electrical Control,	1	1
	328	44

Appointments, etc. during the month were as follows:

Appointments, . . . . .	90
Resignations, . . . . .	32
Dismissals, . . . . .	11
Promotions, . . . . .	15
Transfers, . . . . .	5
Reinstatements, . . . . .	32
Deaths, . . . . .	3

Labor Bureau.

Applications on file, . . . . .	13,516
Applications filed during May, . . . . .	275
Appointments, . . . . .	106
Resignations, . . . . .	5
Promotions, . . . . .	11
Reinstatements, . . . . .	6
Transfers, . . . . .	6
Trade examinations, . . . . .	14



THE EXPENSE ACCOUNT FOR THE MONTH IS AS FOLLOWS:

Office Staff, Clerks, . . . . .	\$ 878.65
" " Examiners, . . . . .	1,170.99
" " Labor Bureau, . . . . .	<u>315.00</u>
	\$ 2,364.64
Incidental Expenses---messenger, postage, telephone service, etc., . . . . .	<u>\$ 219.13</u>
TOTAL. . . . .	\$ 2,583.77
Balance of Appropriation May 1, 1897, . . . . .	\$20,153.66
Total expenditures for May, 1897, . . . . .	<u>2,583.77</u>
BALANCE OF APPROPRIATION, JUNE 1, 1897, . . . . .	\$17,569.89



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 CITY CIVIL SERVICE COMMISSION  
NEW CRIMINAL COURT BUILDING.

NEW YORK, June 11, 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 Monthly Report of the Secretary of the New York City Civil Service Commission for the month of May, 1897.

Very respectfully,

*William Briscoe*  
Secretary.

(Enclosure.)





NEW YORK CITY CIVIL SERVICE COMMISSION  
NEW CRIMINAL COURT BUILDING.

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

NEW YORK, June 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 enclose herewith, for your approval, recommendation of the New York City Civil Service Commission, adopted at a meeting held June 21, 1897, that Schedule F of the classification of positions in the Department of Docks be amended by adding thereto "Recreation Pier Attendant."

I enclose, also, resolution passed at a meeting held June 28, recommending an addition to Civil Service Regulation 68.

Very respectfully,

(ENCLOSURES.)

*William Briscoe*  
Secretary.

AT a meeting of the NEW YORK CITY CIVIL SERVICE COMMISSION, held June 21, 1897, it was

RESOLVED: That this Commission recommend to the Mayor that Schedule F of the classification of positions in the Department of Docks be amended by adding thereto "Recreation Pier Attendant."

The foregoing resolution is hereby approved.

*JLS*

Mayor.

NEW YORK,

*June 30<sup>th</sup>*

1897.



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

RESOLVED: That this Commission recommend to the Mayor that Regulation 68 be amended, by adding after the third subdivision, the following:

"and the Commission may give a preference, based upon the number of persons so dependent and upon faithful service in the employ of the City."

The foregoing resolution is hereby approved.

*W. L. Strong*  
Mayor.

NEW YORK, *July 1<sup>st</sup>*, 1897.



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 CITY CIVIL SERVICE COMMISSION  
 NEW CRIMINAL COURT BUILDING.

NEW YORK, July 2, 1897

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

Dear Sir;-

In response to your communication dated June 28, signed William L. Strong, Mayor and Chairman of the Board of City Record, relative to sending such blank forms as are out of date to the City Record in order that they may be made up into tablets, I desire to inform you that I took advantage of useless blank forms last year and sent such forms as were on hand to the City Record, thereby saving the cost of furnishing this Department with tablets for the year 1897.

Having used all of our blank forms last year, they are not on our hands this year. However, I will observe your instructions, and, should we have any useless forms in the future, will act in accordance with your instructions.

Yours respectfully,

*S. William Briscoe*  
 Secretary.



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NEW YORK CITY CIVIL SERVICE COMMISSION  
NEW CRIMINAL COURT BUILDING.

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

NEW YORK, July 6, 1897. 189

Board of Estimate & Apportionment,

No. 6 City Hall,

NEW YORK, N. Y.

Dear Sir:-

I enclose herewith copy of Rules adopted by the New York City Civil Service Commission, pursuant to Chapter 428 of the Laws of 1897, at a meeting held May 26, 1897, and approved by the New York Civil Service Commission, July 1, 1897.

Respectfully,

*William Briscoe*  
Secretary.

(Enclosure.)





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, July 6, 1897. 189

Hon. William L. Strong,

Mayor of the City of New York,

No. 2 City Hall, NEW YORK, N.Y.

Dear Sir:-

I enclose herewith copy of Rules adopted by the New York City Civil Service Commission pursuant to Chapter 428 of the Laws of 1897, at a meeting held May 26, 1897, and approved by the New York Civil Service Commission July 1, 1897.

Respectfully

*S. William Briscoe*  
Secretary.

(Enclosure.)

RATINGS RECEIVED BY MR. ERNEST LONGBOTHAN ON EACH  
SUBJECT IN THE EXAMINATION FOR AUDITOR, FIRE DEPT.

JULY 12, 1897.

Writing, . . . . . 100%

Arithmetic, . . . . . 67%

Letter-Writing, . . . . . 70%

Spelling, . . . . . 95%

Dictation, . . . . . 91%

Special Paper, . . . . . 64%

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MONTHLY REPORT OF THE SECRETARY

and

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

JUNE, 1897.

-----ooOoo-----

MEETING OF THE COMMISSION, HELD JUNE 2, 1897.

The report of the Chief Examiner of examinations held during May, as follows, was presented:

Mental, Competitive, . . . . .	541
Physical, " . . . . .	261
Promotion, . . . . .	8
	<hr/> 810

The Secretary reported that he had restored to the eligible list of Building Inspector, Adam Munch, of No. 305 East 115th Street, and to the eligible list of Transitman, Elmore DeWitt, the former having failed to receive notice to appear, and the latter having been appointed in the Department of Street Improvements.

A communication was read from Treadwell Seaman, Masonry Inspector No. 55, requesting that he be restored to the eligible list as Masonry Inspector. The request was granted, provided the severance of his connection with the Park Department was through no fault of his.

A communication was read from Ella Martin, Clerk No. 10, requesting that her name be transferred to the eligible list of Junior Clerk. The same was recommended by the Chief Examiner. The request was granted.

A communication was read from Albert H. Baisley, General Timekeeper No. 105, requesting that his name be transferred to the eligible list of Timekeeper, 23d and 24th Wards. The request was granted, provided he successfully passed a special paper given Timekeepers, 23d and 24th Wards.

The Secretary reported that the Mayor had approved the classification of Assistant Secretary, Department of Taxes and Assessments.



The Secretary requested instruction as to whether Regulation 34 provided for promotion as well as appointments. It was the opinion of the Commission that it did.

The Secretary reported that Commissioner Haffen, of the 23d and 24th Wards, had appointed one hundred sounders from the eligible list. The Secretary was instructed to send a circular letter to all candidates registered for the position of Laborer, who reside north of the Harlem River, to the effect that Sounders were desired, and also giving the facts in the case.

A communication was read from Hon. Stevenson Constable, Superintendent of Buildings, dated May 27, in response to communication from this Commission, relative to Plumbing Inspectors.

It was the opinion of the Commission that Superintendent Constable was avoiding the question, and the Secretary was instructed to write to the Corporation Counsel, enclosing a copy of letter forwarded to the Superintendent of Buildings, relative to Plumbing Inspectors, informing him that we were still in doubt as to whether the Building Department had the right to examine and reject Plumbing Inspectors certified by this Commission as eligible, and request his opinion, as to whether the law authorized such action on the part of the Building Department.

A communication was read from the Department of Docks, dated May 27, 1897, designating the New York City Civil Service Commission as their board of examiners to determine fitness of applicants for appointment and promotion in their Department, under section 2, Chapter 428 of the Laws of 1897.

RESOLVED: That this Commission accept the office conferred upon them by the Dock Department.

#### MEETING OF THE COMMISSION, HELD JUNE 9, 1897.

Commissioner Cutting reported in the matter referred to him, as to the appointment of Higgins to the position of Inspector of Water Supply to Shipping, stating that all the applicants had been accounted for, and that there appeared to be no evidence that any improper pressure was brought to bear upon the men to induce them to withdraw; but that they had all resigned of their own free will, on the solicitation of the candidate already in office.

A letter was presented from George W. Carpenter, formerly Inspector of Dredging in the Department of Docks, stating that he had resigned his position April 1, 1896; that the Department of Docks desired to reinstate him, but could not do so under the Regulations as more than one year had expired since the date of his resignation.

RESOLVED: That this Commission recommend to the Mayor the suspension of Regulation 45 in the case of George W.



Carpenter, subject to the approval of the New York Civil Service Commission, inasmuch as we are informed that the Dock Department desire to reinstate him.

A communication was presented from Clarence B. Angle, Secretary of the State Civil Service Commission, enclosing a certified copy of the approval of Regulation 74.

A communication was read from Louis F. Haffen, dated May 26, as to promotion of Samuel C. Thompson and Henry H. Farnum, to the position of Principal Assistant Engineer.

Communication was presented from Francis M. Scott, Counsel to the Corporation, to the effect that the employees in the City Magistrate's Office came under the jurisdiction of the State Civil Service Commission.

Communication was presented from the Fire Department, appointing this Commission their board of examiners to determine fitness for appointment in accordance with section 2 of Chapter 428 of the Laws of 1897.

RESOLVED: That the office conferred by the Fire Department upon this Commission be accepted.

The Secretary reported that he had stricken from the eligible list Frederick A. Sandland, Clerk 499, for declining appointment in the Fire Department. Further, the name of Edward J. O'Connor, No. 109 Building Inspector, for failure to report, Department of Public Charities.

The Secretary recommended that all persons living north of the Harlem River who were on the eligible list for Timekeeper, 23d and 24th Wards, be accorded the same privilege granted to Albert H. Baisley, that their names be transferred to the eligible list for Timekeeper, 23d and 24th Wards, provided they passed the special paper for that position.

#### MEETING OF THE COMMISSION, HELD JUNE 14, 1897.

The Secretary reported that the Mayor had approved recommendations of the Commission made at the last meeting.

#### MEETING OF THE COMMISSION, HELD JUNE 21, 1897.

Communication was read from the Health Department designating the Civil Service Commission as their board of examiners under section 2, Chapter 428 of the Laws of 1897; also a communication to the same effect from the Department of Correction.

The office conferred upon this Commission by the Board of Health and Department of Correction was accepted.



A communication was read from the Department of Docks, dated June 21, requesting the Commission to classify the position of "Recreation Pier Attendant."

The request of the Dock Department was granted, and it was recommended to the Mayor that the position of "Recreation Pier Attendant" be classified in Schedule F of the classification of positions in the Dock Department. The Secretary was instructed to call an examination for this position, so soon as rules and regulations were established.

RESOLVED: That, in all cases where the New York City Civil Service Commission has been designated to conduct examinations for fitness, an Examiner shall be detailed whose duty it shall be to examine the papers of each candidate and make thereon a rating for fitness.

The request of the Department of Street Improvements that, for the convenience of registration and employment of laborers, the district north of the Harlem River be divided into two sections, that portion east of the Bronx River and that district west of the Bronx River, was then discussed, and, on motion of Chairman Wheeler, duly seconded and carried, it was

RESOLVED: That the request be granted, and the Secretary authorized to make such districting, registration and certification of Laborers, accordingly.



The following examinations were held during June:

Engineer Inspector of Regulating, Grading and Paving, Fireman, Steward, Housekeeper, Interpreter, 1st Grade Clerk (promotion, Department of Street Cleaning.)

The above examinations may be divided as follows:

Mental, competitive,	112
Physical, "	131
Promotion,	<u>1</u>
	244

The following eligible lists were prepared during the month:

POSITION.	NO. EXAMINED.	NO. ON LIST.
Janitor and Watchman,	155	46
Orderly, Correction,	51	25
Laboratory Attendant,	51	25
Inspector of Pipe Laying,	8	4
Topographical Draughtsman,	19	8
Nurse,	28	6
Gardener,	12	1
Gardener's Apprentice,	16	4
Stenographer and Typewriter, Male,	12	9
Stenographer and Typewriter, Female,	23	20
Driver and Trainer of Horses,	122	7
Plumbing Inspector,	70	16
Clerk, Building Department,	67	1
Axeman,	151	38
Janitor (Engineer)	1	1
Hydrographer,	8	5
Housekeeper,	6	1
Timekeeper,	81	9
Steward,	4	3
Architectural Draughtsman,	8	2
Prison Keeper,	55	15
Messenger,	124	79
Assistant Engineer,	51	15
Clerk, Male,	55	15
Mechanical Draughtsman,	7	4
Civil Service Examiner (Mechanical Eng.)	6	4
Interpreter,	32	26
Engineer Inspector of Regulation, &c.,	<u>32</u>	<u>9</u>
	1,155	398



Appointments, etc. during the month were as follows:

Appointments,	75
Resignations,	15
Dismissals,	8
Promotions,	6
Transfers,	0
Reinstatements,	53
Deaths,	2

Labor Bureau.

Applications on file,	13,778
Applications filed during June,	537
Appointments,	82
Resignations,	2
Promotions,	6
Reinstatements,	3
Transfers,	1
Trade School examinations,	0
Died,	1

The expense account for the month is as follows:

Office Staff, Clerks, . . . . .	\$ 881.98
" " Examiners, . . . . .	1,087.66
" " Labor Bureau, . . . . .	315.00
	<u>\$ 2,284.64</u>

Incidental Expenses, messenger, postage, telephone service, etc., . . . . .	\$ 235.95
Expert services, trade examinations, &c.,	184.60
TOTAL, . . . . .	<u>\$ 2,705.19</u>

BALANCE OF APPROPRIATION JUNE 1, 1897, . . . . .	\$17,569.89
Expenditures for June,	<u>2,705.19</u>
BALANCE OF APPROPRIATION, JULY 1, 1897, . . . . .	\$14,864.70





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.

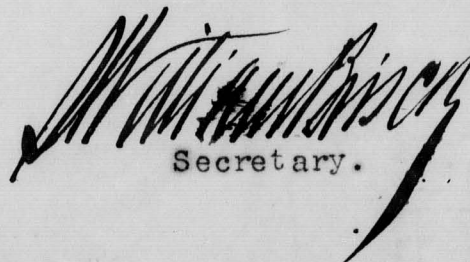
NEW YORK, July 16, 1897. 189

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

Dear Sir:-

I enclose herewith the Monthly Report of the Secretary of  
the New York City Civil Service Commission, for June, 1897.

Very respectfully,

  
Secretary.

(Enclosure.)

(Enclosure.)

SECRET.

Very respectfully,

The New York City Civil Service Commission for June, 1906.

June  
I enclose herewith the Monthly Report of the Secretariat of

Dear Sir:-

CITY HALL, NEW YORK, N. Y.

Mayor of the City of New York.





NEW YORK CITY CIVIL SERVICE COMMISSION  
NEW CRIMINAL COURT BUILDING.

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

NEW YORK, July 15, 1897. 189

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

Dear Sir:

I have the honor to enclose herewith, for your approval, recommendations of the Commission, adopted at a meeting held on the 12th of July, as follows:

That Schedule D of the classification of positions of the Aqueduct Commission be amended by adding thereto "Inspector of Masonry."

That the position of "City Surveyor" be transferred from Schedule D to Schedule A, subject to a non-competitive examination.

Respectfully submitted,

*S. William Briscoe*  
Secretary.

(Enclosures.)

At a meeting of the New York City Civil Service Commission, held July 12, 1897, the following preamble and resolution were adopted:

WHEREAS experience has showed that under existing conditions it is not practicable to enforce competitive examination for the position of City Surveyor, and that the utmost that is practicable is to require a non-competitive examination for such position,

RESOLVED: That the Mayor be recommended to classify the position of City Surveyor in the non-competitive division of Schedule A.

The foregoing resolution is hereby approved.

New York, *July 16th*, 1897.

*John Brodman*  
Acting Mayor.



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

RESOLVED: That this Commission recommend to the Mayor that Schedule D of the classification of positions of the Aqueduct Commission be amended, by adding thereto "Inspector of Masonry."

The foregoing resolution is hereby approved.

*John B. Thompson*  
*Acting* Mayor.

NEW YORK, *July 16th* 1897.



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 CITY CIVIL SERVICE COMMISSION  
 NEW CRIMINAL COURT BUILDING.

NEW YORK, July 27, 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, recommendations of the Commission, adopted at a meeting held on July 26, 1897, as follows:

Amendment to classification A of positions in the Dock Department, striking out "Executive and Confidential Clerk" and substituting "Private Secretary to the President."

Amendment to Schedule C of the classification of positions in the Fire Department, striking therefrom "Drill Master and Instructor" and substituting therefor "Chief Instructor."

Very respectfully yours,

*S. William Briscoe*  
 Secretary.

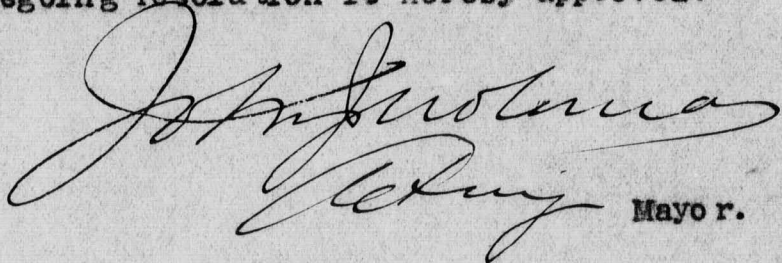
(ENCLOSURES.)



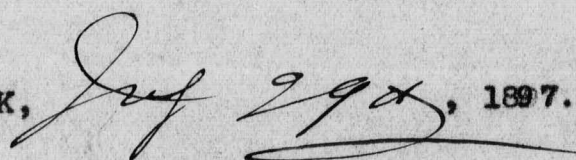
At a meeting of the New York City Civil Service Commission, held July 26, 1897, it was

RESOLVED: That this Commission recommend to the Mayor that Schedule A of the classification of positions in the Dock Department be amended, by striking therefrom "Executive and Confidential Clerk" and classifying therein "Private Secretary to the President."

The foregoing resolution is hereby approved.

  
Mayor.

NEW YORK,

 July 29<sup>th</sup>, 1897.



AT a meeting of the NEW YORK CITY CIVIL SERVICE COMMISSION, held July 26, 1897, it was

**RESOLVED:** That this Commission recommend to the New York Civil Service Commission that, pursuant to Chapter 428 of the Laws of 1897, the following regulation be established as an additional regulation:

When there is no eligible list of merit for the position for which a requisition is made and upon receipt of a certificate to that effect from the Secretary of the Civil Service Commission, any Department may make a temporary appointment to said position. The right of said appointee to retain such position shall cease within thirty days of the receipt by the Department so appointing of a certification from the Secretary of the Civil Service Commission of an eligible list for merit for the position to which temporary appointment has been made.



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

RESOLVED: That this Commission recommend to the Mayor that Schedule C of the classification of positions in the Fire Department be amended, by striking therefrom "Drill Master and Instructor", and classifying therein "Chief Instructor."

The foregoing resolution is hereby approved.

*John F. Rowman*  
*Adm.* Mayor.

NEW YORK,

*Aug 29th*, 1897.



MONTHLY REPORT OF THE SECRETARY  
and  
EXTRACTS FROM THE MINUTES OF THE NEW YORK CITY CIVIL SERVICE  
COMMISSION.  
JULY, 1897.

-----ooOoo-----

MEETING OF THE COMMISSION, HELD JULY 12, 1897.

The Chief Examiner submitted the following report of candidates examined during June, 1897:

Mental, Competitive,	112
Physical, "	131
Promotion,	1

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244

A communication was presented from Aqueduct Commission, dated July 1, 1897, requesting the re-classification of the position of "Inspector of Masonry."

RESOLVED: That this Commission recommend to the Mayor that Schedule D of the classification of positions in the Aqueduct Commission be amended, by adding thereto "Inspector of Masonry."

The Secretary submitted communication from the Commissioner of Public Works, designating this Commission his board of examiners to determine fitness of persons certified to him for Bath Attendant, under section 2, Chapter 428 of the Laws of 1897. The office so conferred was accepted by a unanimous vote.

The Secretary reported that the New York Civil Service Commission had approved the regulations adopted by this Commission pursuant to Chapter 428 of the Laws of 1897.

The following preamble and resolution were adopted:

WHEREAS Experience has showed that under existing conditions it is not practicable to enforce competitive examination for the position of City Surveyor, and that the utmost that is practicable is to require a non-competitive examination for such position,

RESOLVED: That the Mayor be recommended to classify the position of City Surveyor in the non-competitive division of Schedule A.



MEETING OF THE COMMISSION, HELD JULY 26, 1897.

RESOLVED: That this Commission recommend to the New York Civil Service Commission that, pursuant to Chapter 428 of the Laws of 1897, the following regulation be established as an additional regulation:

REGULATION 80: When there is no eligible list of merit for the position for which requisition is made, and upon receipt of a certificate to that effect from the Secretary of the Civil Service Commission, any Department may make a temporary appointment to said position. The right of said appointee to retain such position shall cease within thirty days of the receipt by the Department so appointing of a certification from the Secretary of the Civil Service Commission of an eligible list for merit for the position to which temporary appointment has been made.

The Chairman presented a financial report prepared by the Secretary, showing a decrease of expenditures for the months of May, June and July, of \$540.

A communication was read from the Chief Examiner, dated July 26, relative to examinations for promotion in the uniformed force of the Fire Department.

RESOLVED: That, in view of the provisions of Chapter 428 of the Laws of 1897, and of the omission of the Fire Commissioners to appoint the Civil Service Commission to conduct the examination for "fitness" in cases of promotion, the Chief Examiner be directed to confine the examination for "merit" to subjects 1, 2, 3, 12, 13 and 14, mentioned in Regulation 57, leaving the examination in the other subjects therein mentioned to the Fire Commissioners.

Communication was read from the Commissioner of Public Works, dated July 22, appointing the Civil Service Commission board of examiners pursuant to section 2, Chapter 428 of the Laws of 1897, in the case of Female Stenographers and Typewriters, and requiring special and essential qualifications in said examination. The office conferred was accepted, and the Chief Examiner was authorized to hold such an examination.

A communication was presented from the Commissioner of Street Improvements, 23d and 24th Wards, dated July 15, designating the Civil Service Commission his board of examiners to determine fitness in several examinations, pursuant to Chapter 428, section 2, of the Laws of 1897.

The office so conferred was accepted by the Commission.

*To determine  
the fitness of  
candidates*



A communication was presented from the Fire Department, dated July 12, abolishing the position of "Drill Master and Instructor" and creating the position of "Chief Instructor."

RESOLVED: That this Commission recommend to the Mayor that Schedule C of the classification of positions in the Fire Department be amended by striking therefrom "Drill Master and Instructor" and classifying therein "Chief Instructor."

The following eligible lists were extended to January 1, 1898:

Collector,  
Electrical Wire Inspector (Morse System),  
Examiner, Finance,  
Doorman,  
Leveler,  
Messenger (Public Administrator),  
Timekeeper (General),  
Transitman and Computer.

-----ooOoo-----

The following examinations were held during July, 1897:

Timekeeper, 23d and 24th Wards (Special); Assistant Engineer (promotion, Department of Street Improvements, 23d and 24th Wards); Auditor (Fire Department); Storekeeper (Fire Department); Engineer-Inspector of Regulating, Grading and Paving; Visitor (Out-Door Poor Dept., Dept. of Public Charities); Mate; Assistant Architectural Draughtsman; Junior Assistant Architectural Draughtsman; Life Saver; Orderly (Dept. of Correction); Recreation Pier Attendant (Dept. of Docks); Inspector (promotion, Dept. of Public Charities); First Grade Clerk (Dock Department, promotion); Second Grade Clerk (Dept. of Public Works, promotion); Leveler (Dept. of Public Parks, promotion; Park Policeman.



The following eligible lists were prepared during July, 1897;

POSITION.	NO. EXAMINED.	NO. ON LIST.
Fireman, (Annexed District),	16	8
Mason-Building Inspector,	29	8
Timekeeper, 23d and 24th Wards		
Special,	7	1
Inspector of Paving, Regulating &		
Grading,	90	6
Office Boy,	65	52
Carpenter-Building Inspector,	90	12
Messenger,	21	20
Assistant Engineer (Promotion)	3	2
Mate,	4	3
Assistant Architectural Draughtsman,	9	7
Junior Asst. " "	6	2
Auditor, Fire Department,	21	2
TOTAL,	361	123

Appointments, etc. during the month were as follows:

Appointments,	79
Resignations,	9
Dismissals,	9
Promotions,	3
Transfers,	2
Reinstatements,	2

#### LABOR BUREAU.

Applications on file,	14,166
Applications filed during July,	388
Rejected on physical examination,	10
Failed to appear for examination,	111
Appointed,	149
Resignations,	2
Transfers,	7
Reinstated,	3
Promoted,	8
Dismissals,	2
Died,	2

-----ooOoo-----



The expense account for July, 1897, is as follows:

Office Staff, Clerks,	\$ 881.98
" " Examiners,	1,067.66
" " Labor Bureau,	<u>315.00</u>
	\$ 2,264.64
Incidental expenses---messenger, postage, etc.,	\$ 174.25
TOTAL,	<u>\$ 2,438.89</u>
BALANCE OF APPROPRIATION, JULY 1, 1897, . . . .	\$14,864.70
EXPENDITURES FOR JULY, 1897, . . . . .	<u>2,438.89</u>
BALANCE OF APPROPRIATION AUGUST 1, 1897, . . . .	\$12,425.81

-----ooOoo-----





## NEW YORK CITY CIVIL SERVICE COMMISSION

NEW CRIMINAL COURT BUILDING.

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

NEW YORK, August 5, 1897. 189

Hon. William L. Strong,

Mayor of the City of New York,

City Hall, NEW YORK, N. Y.

Dear Sir:

I desire to acknowledge the receipt of the enclosed communication from Mayor Peene, of Yonkers, with your inquiry upon same as to the facts in the case of Ernest Longbothan, applicant for the position of Auditor.

Replying to same I desire to inform you that Mr. Longbothan has made an appeal from the rating on his general paper on duties, for the position of Auditor, and the same is now under consideration. His rating on this paper was 64%, against a required 80%. No person can be placed upon the eligible list for this position who receives less than 80%, the minimum percentage required. Altho Mr. Longbothan's answers on this paper are very poor, and, even should he be accorded the minimum percentage of 80, his other marks in the examination, while they would place him upon the eligible list, would only make him No. 3 on the eligible list.

I have examined Mr. Longbothan's paper, and do not think he has good ground for his appeal. I herewith enclose a statement

(Hon. W. L. Strong, 2)

of the ratings received by Mr. Longbothan on each subject, and a copy of the paper on Duties, referred to above.

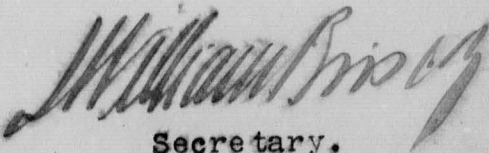
The arithmetical part of this examination was very important, as the Auditor is required to verify all Fire Department accounts. You will see from the enclosure that Mr. Longbothan received only 67% on Arithmetic. In fact, he received the lowest marks on the most important subjects, and in those subjects which were of the lowest weight---Writing, Spelling and Dictation---he received the highest marks.

Mr. Longbothan's case is now under advisement, but will not be acted upon until the Chief Examiner returns from his vacation on the 16th of August.

I desire to say, also, that the Fire Department especially requested that this examination should be very thorough, as they desired to obtain for the position a man of the highest qualifications.

If there is any further information which I can give you, I shall be very glad to hear from you.

Respectfully yours,

  
Secretary.

(ENCLOSURES.)



Engine

582

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7 minutes

2-45 Pm

Tram

2-55 Caines

1 Car Block  
it up

---

Engine no 595

(COPY)

A U D I T O R.

FIRE DEPARTMENT.

GENERAL PAPER.

NO. \_\_\_\_\_

DATE, JULY 12, 1897.

The duties of the position of Auditor, as prescribed by the Fire Department, are as follows;

An inspection of the supplies in the hands, at the time of making the monthly returns hereafter provided for, of the officials who shall receive property or material from the Storekeeper. The accounts and the property and material in the hands of such person for use or further distribution, shall be subject at all times during business hours to the inspection of the Auditor. His duty shall be to verify the existence in the hands of the various accounting officers of the property and material shown by such accounts to be on hand, and to further investigate and certify to this Board that such portion of the property and material which has been received by such officials, and which is shown by their reports to have been used or destroyed in service or otherwise disposed of, has been so used and disposed of in accordance with the regulations and the proper authority.

The following questions are to be answered in the light of the above statement.

1. What form of accounts should you deem it best for an official to keep who is in charge of property or material?
2. State, as precisely as possible, the method you would adopt in making inspection of supplies.
3. In case your inspection showed an error in the accounts of an official accountable for property, state what you would do and draw up a report---assuming whatever facts you please---such as you would submit in the assumed case.
4. Draw up a certification, such as is required, assuming that the accounts are correct.
5. There are 63 engine houses in New York. Leaving out three fireboat stations and four stations not on Manhattan Island, how long would it take you to make a thorough inspection of them?



Aug. 6-

11.



NEW YORK CITY CIVIL SERVICE COMMISSION  
NEW CRIMINAL COURT BUILDING.

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

NEW YORK, August 9, 1897.

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

Dear Sir:-

I herewith enclose the Monthly Report for June, 1897.

Respectfully,

*William Briscoe*  
Secretary