

**RULES FOR ADMISSION TO THE CIVIL
SERVICE OF THE CITY OF BUFFALO;
SESSION 8, CHAPTER
354, LAWS OF 1883, OF THE STATE OF
NEW YORK, AS AMENDED TO
NOVEMBER, 1890, JANUARY, 1892**

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Rules for Admission to the Civil Service of the City of Buffalo; Session 8, Chapter 354, laws of 1883, of the state of new york, as amended to november, 1890, january, 1892 by Various

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Civil Service, J. ...

RULES FOR ADMISSION

TO THE

Civil Service of the City of Buffalo

Prescribed by MAYOR BISHOP Pursuant to

Section 8, Chapter 354, Laws of 1883, of the
State of New York, as amended
to November, 1890.

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RULES FOR ADMISSION
TO THE
Civil Service of the City of Buffalo.

MAYOR'S OFFICE,
BUFFALO, November 15, 1890. }

Pursuant to Section 8, of Chapter 354, of the Laws of 1883, as amended by Chapters 357 and 410 of the Laws of 1884, I, CHARLES F. BISHOP, Mayor of the City of Buffalo, do hereby prescribe the following rules for the admission of persons into the civil service of the City of Buffalo; and for the conduct of persons who may receive appointments in the said service.

These rules shall take effect five days after they have received the approval of the Civil Service Commissioners of the State of New York, and are filed in the office of the City Clerk:

RULE I.

These rules shall apply to all persons in the public service of the City of Buffalo, except officers elected by the people, and those hereinafter specified in schedule A.

RULE II.

The civil service of the City of Buffalo is hereby divided into schedules A, B, C and D.

Schedule A shall include: 1st, The subordinates of officers elected by the people, for whose errors or violation of duty said officer is financially responsible. 2d, The head or heads of any department of the city government. 3d, Persons employed in or who seek to enter the public service under the educational department of the city. 4th, Any subordinate officer who, by virtue of his office, has personal custody of public moneys or public securities, for the safe-keeping of which the head of an office is under official bonds, and are herein classified under appendix I.

Schedule B shall include all positions to be filled by selections from among those graded highest as the results of open competitive examinations, and are herein classified under appendix II.

The positions in Schedule B are further subdivided as follows:

FIRST GRADE.

Clerks and like employees receiving compensation at the rate of \$1,200 or less per annum.

SECOND GRADE.

Clerks and like employees receiving compensation at the rate of more than \$1,200, but not exceeding \$2,000 per annum.

THIRD GRADE.

Clerks and like employees receiving compensation at the rate of more than \$2,000 per annum.

Applications for examinations must state the grade of position for which the applicants seek to compete. Examinations will be based upon the qualifications necessary for each grade. Appointing officers will specify in what grade is the vacancy they wish filled, and the examiners will certify accordingly.

Schedule C shall include all positions not included in Schedules A and B, except laborers or day workmen, and are herein classified under appendix III.

Schedule D shall include all persons permanently employed as laborers.

The above-named appendices are hereby made a part of these rules.

Any new position, or any position in the civil service of the City of Buffalo omitted for any cause from the foregoing schedules or appendices is also included in these rules, and until assigned by the Mayor to its proper schedule shall be deemed to be in schedule B.

RULE III.

For the purpose of conducting the inquiries and making the examinations mentioned in Section 8 of the said law as amended, the Mayor shall appoint fifteen suitable persons, citizens of Buffalo, at least three of whom shall be physicians, who shall constitute the Civil Service Commission of Buffalo, hereinafter for brevity also called "The Commission," and each member of which shall be known as a Civil Service Commissioner of Buffalo, and for the same purpose shall also, upon the recommendation of the Commission employ a suitable person who shall act and be known as the Secretary of the Commis-

sion. Not more than five of the Commissioners shall belong to the same political party, and no one of them shall be otherwise in the service of the city. Each commissioner shall, before entering upon the discharge of his duties, take and file with the City Clerk an oath, in the general form prescribed for other city officers.

The Mayor may, at any time, by filing with the City Clerk and the Secretary of the Commission a written notification of the change, appoint another citizen in the place of any one so appointed, who shall thereupon cease to be such Commissioner. The Commissioners shall serve without pay, and the Mayor shall fix the salary of the Secretary of the Commission.

The Commissioners shall from their number choose a Chairman to act during their pleasure; and they may, from time to time, subject to the approval of the Mayor, designate committees from their own number to conduct any of the various examinations and classes of examinations. The schedule of rating of the candidates and the certificate or certificates upon each examination and of recommendation, shall be signed by a majority of the committee, if any, conducting the examination, and be approved by the Chairman of the Commission. During the absence or inability to act of the chairman, a temporary chairman chosen by the Commission from their own number, may, in all respects, act as chairman.

It shall be the duty of the Commission to conduct all examinations held under these rules, and to ascertain the fitness of candidates for the service of the city in respect to character, knowledge, and ability for the branch of the service into which they seek to enter, and to that end may require the Superintendent of Police to ascertain

and report to the Commissioner such information as he can obtain concerning the character of candidates, and to estimate and determine the relative excellence or standing of the persons examined, and to certify the same as herein prescribed. The secretary shall keep minutes of their proceedings, and all necessary records of applicants, their examinations and standings, and a complete record of all persons employed in the several departments to which these rules apply, and of all appointments, promotions, dismissals, resignations, and changes of any sort therein, and shall render all such services in connection with the conduct of the inquiries and examinations, above mentioned, as may be required of him by the Commission.

RULE IV.

These rules shall in no way interfere with the right of any officer or head of department to make dismissals from his department, but all such dismissals shall be certified within ten days to the Commission herein provided for and to the City Clerk. Every change in the municipal service shall be reported in writing within ten days to the Commission by the official in whose department the change takes place.

RULE V.

Appointments to positions in Schedule A may be made without examination; but the appointing officer shall file with the secretary of the Commission within ten days after making any such appointment a formal notifi-