

Expanded Function Dental Assistant (Bilingual)

Announcement Details

Exam Announcement Details

Exam Title	Expanded Function Dental Assistant (Bilingual)
Exam Number	4E15-20130805-OC-02
Salary	\$35,288 - \$38,603 - Starting Salary - New employees will be appointed at the first step in the pay range for this class
Competition	Open-Competitive
Department	
Announcement Date	08/05/2013
Close Date	08/30/2013
General Definition	This is technical dental work of limited scope in the care and treatment of the teeth and gums of patients in the City's dental health clinics. Employees in this class assist dentists and hygienists as they examine and treat patients during the provision of preventive maintenance and restorative services. Employees additionally provide some direct technical dental treatment to patients. Work is performed under the direct supervision of a dentist or hygienist.
Union Code	M. AFSCME D.C.33
FLSA Code	Non-Exempt - Expanded Function Dental Assistant

Minimum Requirements

Minimum Training, Education & Experience

The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Candidates must meet requirements within 30 days after the last date for filing applications.

EDUCATION

Education equivalent to completion of the twelfth school grade.

Completion of a formal expanded function dental assistant training program at a two-year college or other accredited institution which has included a Completion Certification program of at least 200 hours of expanded function clinical and didactic instruction in restorative functions; or graduation from an accredited school of dental hygiene which has included completion of formal clinical and didactic instructions in expanded functions dental assisting training of at least 75 hours.

BILINGUAL SPECIALTY

Sufficient training and/or experience to be able to understand and speak fluently and clearly in English and a designated non English language.

Physical & Medical Requirements

Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

Required Licenses & Certifications

1. Possession of a Pennsylvania State license as an Expanded Function Dental Assistant at the time of application.

2. Possession of a Pennsylvania State certification of passing the Radiologic Procedures examination at the time of application.

Other Requirements

TRANSCRIPT / LICENSES, REGISTRATIONS AND CERTIFICATION REQUIREMENTS

Candidates MUST submit a copy of their official college or university transcript(s) indicating completion of the educational requirement at the time of application. Transcripts MUST indicate conference of the appropriate degree. Candidates with a degree from foreign colleges or universities must submit proof of degree as certified by a professional evaluation service.

Candidates MAY also submit a copy of their license, registration or certification.

If you have ever submitted a paper transcript/license for any City of Philadelphia civil service examination, you have to submit another transcript

Option 1 – Upload a paperless transcript/license – One time only!

Candidates may upload transcripts/licenses into their account, and attach a transcript with this application. Once the transcript is uploaded, it may be attached to all future applications. You will not have to submit another transcript when you submit applications in the future. Attaching your transcript will save you time and money if you apply for an examination in the future, and you will be assured that your transcript cannot be misplaced.

Option 2 – Submit a paper transcript/license – Separate transcript/license required for each application

If you submit a paper copy of a transcript, the transcript will be used for this application only. You will have to submit transcripts again whenever you apply for an examination in the future. Paper transcripts will not be retained and will not be returned to applicants.

Mailing address for paper transcript submissions and other required materials (DD-214, licenses, certifications, etc.):

City of Philadelphia
Office of Human Resources
1401 J.F. Kennedy Boulevard
Municipal Services Building
Room 1530
Philadelphia, PA 19102
Attention: Eric Myers

Equivalency Statement(s)

Application Details

Application Procedures

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information go to: www.phila.gov/humanrelations

The City of Philadelphia is committed to ensuring access to Civil Service examinations by providing appropriate accommodations for candidates with documented medical or religious reasons. Candidates may request an accommodation for a Civil Service examination by contacting the Equal Employment Opportunity / Affirmative Action Unit of the Office of Human Resources at 215-686-2353 or 215-686-2379. The accommodation process is interactive and requires cooperation and communication between the applicant requesting a test accommodation and the EEO Unit. Decisions will be made on a case-by-case basis using the required documentation that is submitted. Requests are to be made in a timely manner prior to the scheduled date of the Civil Service examination.

As a condition of employment with the City, any person offered employment shall be required to certify that such person either is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the City; or has voluntarily entered into a payment agreement with the City. For so long as the person is employed by the City, the amount of the payment as set forth in the payment agreement (not to exceed, for any pay period, twenty percent (20%) of the person's gross pay for such period, without the person's consent) shall be withheld from each paycheck until such payment agreement is fully satisfied.

Such person shall also be required to certify as a condition of employment that he or she is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the Philadelphia Gas Works (PGW) or has voluntarily entered into a payment agreement with PGW.

Failure to enter into a payment agreement shall result in the cancellation of the appointment and removal from the certification. The name of the eligible candidate will be returned to the eligible list.

Only an on-line application will be accepted for this exam. Paper applications will not be accepted.

Computers are available in the 3-1-1 Walk-In Center located in Room 167 of City Hall (Weekdays from 9 AM to 5 PM) and at your local Philadelphia Free Library branch.

For inquiries regarding City employment contact the Office of Human Resources Monday through Friday between 8 AM and 4 PM by telephone at 215-686-0881 / 0883 / 0885 or by email at hrhelpdesk@phila.gov

ALL Applications must be received by the end of business on August 30, 2013.

Your application will be rejected and you will be disqualified from competing in this examination if you:

- 1) Do not provide your complete and accurate social security number.
- 2) Attempt to practice fraud or deception in the preparation of this application

If you provide an email address, all correspondence regarding this examination will be sent to you by e-mail only.

Please note: It is your responsibility to notify the Office of Human Resources if you change your contact information. Changes made to your account after an application has been submitted will not be updated on your application. Please call the Office of Human Resources at 215-686-0880 or email hrhelpdesk@phila.gov to have these changes applied to specific applications. Failure to do so may result in notifications not reaching you.

Notes to Applicants

ELIGIBLE LIST

OPEN-COMPETITIVE: Only an open competitive eligible list will be established as a result of this examination. Permanent City employees will receive no promotional preference in this examination.

Candidates who pass the exam and are placed on the civil service list will be retained on the list for a minimum of one year and a maximum of two years after the establishment of the Eligible List.

RESIDENCY REQUIREMENT: Philadelphia residency is not required at the time of application. Once hired, employees have six months to move into the City of Philadelphia.

PREFERENCE FOR PHILADELPHIA RESIDENTS: Candidates who have maintained a bona fide residence in Philadelphia for at least one year prior to the date of the civil service examination shall have priority over all other persons receiving an identical test score.

To receive such preference, candidates must respond to the question regarding residence when they appear to take the examination and to the supplemental

question regarding residence later in this form.

If candidates are required to appear to compete in an examination, the response on that day will be used to determine eligibility for preference for residents.

If the examination is a training and experience evaluation, the response on this application will be used to determine eligibility for preference for residents.

If an applicant does not respond to the appropriate residence question, it will be assumed that the applicant does not qualify for residence preference. Eligibility for residence preference must be determined by the date of the test administration. No requests for residence preference will be granted after the test administration.

U.S. VETERAN'S PREFERENCE

Ten points for veteran's preference will be added to the scores of eligible veterans who apply for open competitive tests and pass the examination. You must be honorably discharged from the U.S. armed forces. Attach a DD214, member 4, to your application if you wish your eligibility to be reviewed. Spouses of disabled or deceased veterans may also be considered.

LEGACY PREFERENCE

The children or grandchildren of Philadelphia Firefighters or Police Officers who were killed or died in the line of duty shall be accorded a preference in open competitive civil service entrance examinations. Candidates who qualify for this preference and who take and pass open competitive civil service examinations shall have ten points added to their final score. The candidate must successfully pass all parts of the examination before points are awarded.

Projected Exam Date

Training and Experience Evaluation

Applicants will be evaluated and scored based upon their training and experience credentials. Applicants will not be asked to appear to take a scheduled examination.

Candidates who pass the training and experience evaluation shall be notified to appear for the qualifying part of the examination in such numbers and at such times as determined to be necessary.

A Published List of Candidates and/or an Eligible List is planned for the week of September 30, 2013. Please note that this date may change.

An Eligible List may be established simultaneously with the Published List of Candidates (when an immediate need to hire exists) or upon first certification request by the hiring authority.

Test Review

In accordance with Civil Service Regulation 9.091D, candidates may review their answer sheets and other test papers to determine if they have been scored correctly or if there has been an irregularity in the administration of the examination. Candidates will have 30 days after the results have been mailed to review their test. Call 215 686-0880 if you wish to schedule a test review.

Assigned to

Eric Myers

Parts & Weights

Part	Training and Experience Evaluation
Weight	100%
Part	Bilingual Oral Examination
Weight	Qualifying

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * The location that you are applying from is:

- Free Library
- Recreation Center
- Home/Work/School/Mobile device
- 311 Walk-In Center (City Hall)
- Other

Applicant Documents

Required Documents

Optional Documents

1. Resume
2. Transcripts
3. Curriculum Vitae
4. DD-214
5. Licenses, Registrations and/or Certificates 1
6. Licenses, Registrations and/or Certificates 2