

# Industrial Hygienist

## Announcement Details

### Exam Announcement Details

<b>Exam Title</b>	Industrial Hygienist
<b>Exam Number</b>	4J60-20110627-OC-00
<b>Salary</b>	\$52,192 - \$67,098 - New employees may be appointed at any step in the pay range depending on qualifications.
<b>Competition</b>	Open-Competitive
<b>Department</b>	
<b>Announcement Date</b>	06/27/2011
<b>Close Date</b>	07/22/2011
<b>General Definition</b>	This is technical safety work identifying, evaluating and controlling occupational health and safety hazards. An employee in this class performs inspections of workplace and public facilities and utilizes engineering design and industrial hygiene principles, worker training and other tools to insure that potential hazards to City employees and the general public are minimized. Contact with departmental managers, supervisors and employees, union representatives, safety administrators and consultants to investigate potential health and safety hazards, communicate findings, implement corrective actions and enlist support and cooperation for centralized safety programs is a significant aspect of the work. Work is performed under the direction of a technical superior. The duties may require light physical effort and exposure to hazardous materials or agents.
<b>Union Code</b>	N. Non-Represented
<b>FLSA Code</b>	Exempt

### Minimum Requirements

<b>Minimum Training, Education &amp; Experience</b>	<p>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.</p> <p>2. <b>EDUCATION:</b> Completion of a bachelor's degree program at an accredited college or university with major course work in industrial hygiene or one of the related physical/biological sciences; AND</p> <p>3. <b>EXPERIENCE:</b> Two years of industrial hygiene experience which has involved investigating, analyzing and evaluating workplace conditions, practices, programs, and employee injuries.</p> <p>NOTE: A master's degree in industrial hygiene, environmental science or safety science may be substituted for the experience indicated above, but must have included at least a three month full-time co-op or internship performing industrial hygiene work.</p>
<b>Physical &amp; Medical Requirements</b>	Ability to physically perform the duties and to work in the environmental conditions required of a position in this class, which may require light physical effort, ability to wear respiratory protection, and exposure to hazardous materials or agents.
<b>Required Licenses &amp; Certifications</b>	
<b>Other Requirements</b>	<p>TRANSCRIPT REQUIREMENTS</p> <p>Candidates MUST submit a copy of their official college or university transcript(s) indicating</p>

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.

If you have ever submitted a paper transcript, or submitted an electronic version of a transcript before August 23, 2010, for any City of Philadelphia civil service examination you have to submit another transcript

**Option 1 – Upload and Attach a paperless transcript – One time only!**

Candidates may upload transcripts 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 – Separate transcript 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, Room 1640  
Philadelphia, PA 19102  
Attention: Marcus Wright

**Equivalency Statement(s)**

Any equivalent combination of education and experience determined to be acceptable by the Office of Human Resources which has included a bachelor's degree in a related area as an educational minimum.

**Application Details**

**Application Procedures**

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 at the Employment Application Center on the Concourse Level of the Municipal Services Building, 1401 J. F. Kennedy Boulevard in Center City Philadelphia, Monday through Friday, 12:00 PM (Noon) to 4:00 PM, and at your local Philadelphia Free Library branch.

ALL Applications must be received by **July 22, 2011**.

**Notes to Applicants**

**Hiring Bonus – Employees are eligible for a lump sum hiring bonus of \$3,000.** The bonus will be paid in two parts: \$1,500 after the employee has completed three months of satisfactory full-time probationary employment and \$1,500 after the employee has completed twelve months of satisfactory full-time employment. The employees must meet all requirements contained in civil service regulation 6.32 to receive the bonus.

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.

**RESIDENCY WAIVER:** The Civil Service Commission has waived the usual requirement that candidates must be residents of Philadelphia within six (6) months of appointment. Establishment of residency in Philadelphia will be required no later than one (1) year after appointment.

**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 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

If an Oral Examination is scheduled:

This examination will be tentatively scheduled for the week of September 26, 2011. Please note that this examination date is subject to change.

If a Training and Experience Evaluation is scheduled:

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.

A Published List of Candidates and/or an Eligible List is planned for the week of October 17, 2011. Please note that this date may change.

#### Test Review

##### ORAL EXAMINATION

In accordance with Civil Service Regulation 9.091B, candidates will have 30 days after the results have been mailed to review their test and to file appeals to the key answers. Call 215-686-0880 if you wish to schedule a Test Review.

##### TRAINING AND EXPERIENCE EVALUATION

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

Marcus W. Wright

#### Parts & Weights

##### Part

Training and Experience or Oral Examination

##### Weight

100%

#### Posting Specific Questions

Required fields are indicated with an asterisk (\*).

7/30/11

## Applicant Documents

### Required Documents

### Optional Documents

1. Transcripts
2. DD-214

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