

Information Technology Trainee

Announcement Details

Exam Announcement Details

Exam Title	Information Technology Trainee
Exam Number	1E70-20111003-OC-00
Salary	\$35,879 - \$46,125 per year - Starting Salary - New employees may be appointed at a step in the pay range above the minimum salary depending on qualifications
Competition	Open-Competitive
Department	
Announcement Date	10/03/2011
Close Date	10/21/2011
General Definition	This is entry-level information technology work. Employees are assigned to work in several areas of technology and are expected to increase their knowledge to assist in the analysis, design, implementation, operation and technical support of one or more Information Technology functions, such as Operations, Technical Support, Data Networking, Telecommunications, Local and Wide Area Networks, User Support, Applications Development, Systems Design, Data Base Design, GIS, Website, Maintenance of Existing Applications and Systems and Business Analysis. Employees are expected to develop expertise and to specialize in one or more of the above areas or function as an Information Technology Generalist prior to promotion to the full performance level. Employees are supervised by a technical supervisor.
Union Code	J. AFSCME D.C.47 Local 2187
FLSA Code	Exempt

Minimum Requirements

Minimum Training, Education & Experience	<p>The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests.</p> <p>ANTICIPATED ELIGIBILITY</p> <p>Candidates who meet all eligibility requirements within nine months of the application deadline will be admitted to this examination. Candidates may not be hired until all requirements have been satisfied. Candidates must indicate their anticipated graduation date.</p> <p>1. EDUCATION:</p> <p>Completion of a bachelor's degree program at an accredited college or university with major course work in Information Technology, Computer Science, Information Systems Management or a closely related field.</p> <p>NOTES:</p> <p>1. Current city employees with two years of experience as a Computer User Support Specialist, Network Support Associate, Network Support Specialist or a comparable class immediately preceding the date on which examination eligibility is determined who have completed any bachelor's degree program will satisfy all requirements.</p> <p>2. For applicants with no Information Technology experience, the specified bachelor's degree program must have been completed no more than two years prior to the date on which examination eligibility is determined.</p> <p>3. Applicants currently working in Information Technology who have successfully completed the specified bachelor's degree program must also have successfully completed continuing education credits (equivalent to six semester hours) in Information Technology within the last two years.</p>
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Physical & Medical

Ability to physically perform the duties and to work in the environmental conditions required of a

Requirements position in this class.

Required Licenses & Certifications

Other Requirements

TRANSCRIPT 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.

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

Option 1 – Upload 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 1540
Philadelphia, PA 19102
Attention: Annette M. Coreano

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

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 Friday, October 21, 2011.

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

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 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**PROJECTED EXAMINATION SCHEDULE**

This examination will be tentatively scheduled for the week of January 9, 2012 . Please note that this examination date is subject to change.

A Published List of Candidates and/or an Eligible List is planned for the week of January 23, 2012. 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**Test Review**

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.

Assigned to

Annette M Coreano

Parts & Weights**Part**

Oral Examination

Weight

100%

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
 - Application Center- (Municipal Services Bldg.)
 - Other

Applicant Documents

Required Documents

Optional Documents

1. Resume
2. Transcripts
3. DD-214