

Medical Technologist 1

Announcement Details

Exam Announcement Details

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| Exam Title | Medical Technologist 1 |
| Exam Number | 3H67-20111226-OC-00 |
| Salary | \$40,425-\$51,960 per year. - 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 | 12/26/2011 |
| Close Date | 01/20/2012 |
| General Definition | This is entry level medical technology work performing diagnostic laboratory tests in the analysis of human tissue and body fluids in a clinical laboratory. An employee in this class performs a variety of standardized laboratory tests in a variety of fields, which include clinical chemistry, microbiology, immunology, urinalysis and hematology. Work may include providing technical guidance to lower level technicians. Work is performed under the general direction of a technical supervisor. |
| Union Code | J. AFSCME D.C.47 Local 2187 |
| FLSA Code | Exempt |

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.

1. EDUCATION

Certification as a Medical Technologist by American Medical Technologists (AMT) or the American Society of Clinical Pathology (ASCP);

OR

2. EDUCATION

A bachelor's degree from an accredited college/university including 16 semester hours of biological science (with one semester in microbiology), 16 semester hours of chemistry (with one semester in organic or biochemistry), and one semester of mathematics;

AND

OPTION 1: Successful completion of a NAACLS accredited Medical Laboratory Science program within the last 5 years;

OR

OPTION 2: Medical Laboratory Technician (MLT/ ASCP) Certification and two years of full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology and Clinical Microscopy in the U.S., Canada or an accredited laboratory* within the last ten years;

OR

OPTION 3: Five years of full time acceptable clinical laboratory experience in Blood Banking, Chemistry, Hematology, Microbiology, Immunology and Clinical Microscopy in the U.S., Canada or an accredited laboratory* within the last ten years.

*Laboratory accredited by a CMS approved accreditation organization (i.e., AABB, CAP, COLA, DNV, Joint Commission, etc.)

Physical & Medical

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

Requirements

of a position in this class.

Required Licenses & Certifications

Certification as a Medical Technologist by American Medical Technologists (AMT) or the American Society of Clinical Pathology (ASCP) within six months of appointment and during tenure of employment as a Medical Technologist 1. Failure to obtain certification during the six month probationary period shall result in termination of employment with the City of Philadelphia.

Note: Certification will not be required for employees who have permanent status in this class on February 1, 2011.

Other Requirements

LICENSES, REGISTRATIONS, TRANSCRIPTS AND CERTIFICATION REQUIREMENTS
Candidates MUST submit a copy of their license, registration, transcript or certification indicating successful completion.

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

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

Option 2 – Submit a paper license, registration, transcript or certification –

If you submit a paper copy of the license, registration, transcript or certification, it will be used for this application only. You will have to submit the license, registration, transcript or certification again whenever you apply for an examination in the future. Paper licenses, registrations or certifications will not be retained and will not be returned to applicants.

Mailing address for certifications/transcripts:
City of Philadelphia
Office of Human Resources
1401 J.F. Kennedy Boulevard, Room 1540
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.

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 the end of business on January 20, 2012.

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

Hiring Bonus – Employees are eligible for a lump sum hiring bonus of \$2,000. The bonus will be paid in two parts: \$1,000 after the employee has completed three months of satisfactory full-time probationary employment and \$1,000 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.

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**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.

A Published List of Candidates and/or an Eligible List is planned for the week of March 5, 2011. 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 %

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. DD-214
2. Licenses, Registrations and/or Certificates 1
3. Transcripts