Public Health Dental Hygiene Practitioner (General)

Announcement Details

Exam Announcement Details

Exam Title	Public Health Dental Hygiene Practitioner (General)
Exam Number	4E17-20120514-OC-00
Salary	$46,313 - $59,538 - 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	11/26/2012
Close Date	12/07/2012
General Definition	This is dental work at the practitioner level in the care and treatment of the teeth and gums of patients in the City's Dental Health Clinics. Employees in this class provide educational, preventative and therapeutic, and intra-oral services. Employees perform hygienist duties such as examining teeth and other oral structures, cleaning teeth, applying sealants, and topical fluoride and performing radiological procedures without the direct supervision of a Dentist. Employees additionally maintain records of dental treatment. Employees may be assisted by lower-level auxiliary personnel in the dental clinic. Employees in this class must work at multiple health centers and on varying shifts as assigned based on health center needs.
Union Code	J. AFSCME D.C.47 Local 2187
FLSA Code	Non-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. CERTIFICATION:** Certification by the Pennsylvania State Board of Dentistry as a Public Health Dental Hygiene Practitioner. AND **2. EXPERIENCE:** One year of dental hygiene experience in a dental practice or clinic. PREFERRED EDUCATION: Bachelor of Science Degree in Dental Hygiene, Health Science or Allied Health from an accredited college or university.
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	Possession of a Pennsylvania State license as a Dental Hygienist at the time of application. Certification by the Pennsylvania State Board of Dentistry as a Public Health Dental Hygiene Practitioner at time of application.
Other Requirements	**CERTIFICATION and TRANSCRIPT REQUIREMENTS** Candidates MUST submit a copy of their certification or 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/certification, or submitted an electronic version before August 23, 2010, for any City of Philadelphia civil service examination you have to submit another transcript/certification

Option 1 – Upload and Attach a paperless transcript/certification – One time only!
Candidates may upload transcripts/certifications into their account, and attach a transcript/certification with this application. Once the transcript/certification is uploaded, it may be attached to all future applications. You will not have to submit another transcript/certifications when you submit applications in the future. Attaching your transcript/certification will save you time and money if you apply for an examination in the future, and you will be assured that your transcript/certification cannot be misplaced.

Option 2 – Submit a paper transcript/certification – Separate transcript/certification required for each application
If you submit a paper copy of a transcript/certification, the transcript/certification will be used for this application only. You will have to submit transcripts/certifications again whenever you apply for an examination in the future. Paper transcripts/certifications will not be retained and will not be returned to applicants.

Mailing address for paper transcript/certification submissions and other required materials, DD-214,licenses, etc.)

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

Equivalency Statement(s)

Any combination of education and experience determined to be acceptable by the Office of Human Resources which includes certification by the Pennsylvania State Board of Dentistry as a Public Health Dental Hygiene Practitioner.

Application Details

Application Procedures

Amendment to Closing Date and Anticipated Test Date

Candidates who applied when this examination was originally announced on May 14, 2012 should not re-apply.

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 December 7, 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

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 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

This examination will be tentatively scheduled for the week of January 28, 2013. 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 February 11, 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 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.

Assigned to Eric Myers

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. Licenses, Registrations and/or Certificates 1
4. DD-214