

Public Administration Analyst (Public Health / General)

Announcement Details

Exam Announcement Details

Exam Title	Public Administration Analyst (Public Health / General)
Exam Number	2L05-20110404-OC-03
Salary	\$35,879 - \$46,125 per year - - New employees may be appointed at any step in the pay range depending on qualifications.
Competition	Open-Competitive
Department	
Announcement Date	04/04/2011
Close Date	04/22/2011
General Definition	This is public administration work performing a wide variety of analytical assignments related to managing and administering City of Philadelphia municipal programs and operations. Employees in this class learn various management and administrative strategies and develop analytical skills with the objective of advancement to higher-level administrative or management positions. Assignments vary in nature and increase in difficulty as the employee gains work experience. Employees are assigned to work in one of a number of city departments or agencies depending upon previous education and experience. Work is performed under the direction of an administrative superior.
Union Code	N. Non-Represented
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 all requirements for a master's degree in an area listed below which has included completion of an internship program in a health administration setting and/or experience in health administration after completion of the master's degree program.</p> <p>Government Administration Hospital Administration Political Science, with major concentration in public administration. Public Administration Public Health</p> <p>NOTE: Candidates must have obtained their Master's Degree within the last five years.</p>
Physical & Medical Requirements	
Required Licenses & Certifications	Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.
Other Requirements	<p>TRANSCRIPT REQUIREMENTS</p> <p>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</p>

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 1640
Philadelphia, PA 19102
Attention: Eric Myers

Equivalency Statement(s)

Any equivalent combination of education and experience determined to be acceptable by the Office of Human Resources which has included completion of a master's degree program 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 April 22, 2011.

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 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

PROJECTED EXAMINATION SCHEDULE

This examination will be tentatively scheduled for the week of June 27, 2011. 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 July 18, 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 9.091B, 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 (*).

Applicant Documents

Required Documents

Optional Documents

1. Resume
2. Transcripts
3. DD-214