

Radiographer Supervisor

Announcement Details

Exam Announcement Details

Exam Title	Radiographer Supervisor
Exam Number	4A28-20120206-OC-00
Salary	\$39,948 to \$43,980 per year. New employees may be appointed at any step in the pay range depending on qualifications.
Competition	Open-Competitive
Department	
Announcement Date	02/06/2012
Close Date	02/24/2012
General Definition	This is supervisory radiological work supervising the provision of diagnostic radiology services for the district health centers. The employee in this class supervises a group of radiographers and mammographers engaged in the operation of radiological equipment to produce radiographs of the body for diagnostic purposes. Work includes planning, organizing and assigning work and modifying procedures to improve workflow and increase efficiency. Work also includes the responsibility for the accurate and complete processing of records. Contact with patients, physicians and other medical and administrative professionals is a significant aspect of the work. Work is performed under the general supervision of an administrative superior.
Union Code	A. AFSCME D.C.33 Supervisory
FLSA Code	Exempt

Minimum Requirements

Minimum Training, Education & Experience	<p>The following statements represent 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>1. EDUCATION: Current registration by the American Registry of Radiologic Technologists as a Radiologic Technologist in both Radiography and Mammography – R.T. (R.) (M.) (ARRT); AND</p> <p>2. GENERAL EXPERIENCE: Three years of experience at the full performance level operating equipment to produce radiographs of the body for diagnostic purposes and developing the resulting x-ray films in one of the City's district health centers or in a private sector hospital or clinical environment.</p>
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 current registration by the American Registry of Radiologic Technologists as a Radiologic Technologist in both Radiography and Mammography-R.T. (R.) (M.) (ARRT) at the time of application and during tenure of employment as a Radiographer Supervisor.
Other Requirements	<p>LICENSES, REGISTRATIONS AND CERTIFICATION REQUIREMENTS: Candidates MUST submit a copy of their license, registration or certification indicating successful completion.</p>

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

Candidates may upload licenses, registrations or certifications into their account, and attach the license, registration or certification with this application. Once uploaded, it may be attached to all future applications. You will not have to submit another license, registration or certification when you submit applications in the future. Attaching your license, registration 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 or certification cannot be misplaced.

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

If you submit a paper copy of the license, registration or certification, it will be used for this application only. You will have to submit the license, registration 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:
City of Philadelphia
Office of Human Resources
1401 J.F. Kennedy Boulevard, Room 1530
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 end of business on February 24, 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**ELIGIBLE LISTS**

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****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 26, 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

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