

# Research and Information Analyst 1 (Revenue)

## Announcement Details

### Exam Announcement Details

<b>Exam Title</b>	Research and Information Analyst 1 (Revenue)
<b>Exam Number</b>	2F21-20110207-OC-03
<b>Salary</b>	\$44,035 to \$56,617 per year. New employees may be appointed at any step in the pay range depending on qualifications.
<b>Competition</b>	Open-Competitive
<b>Department</b>	
<b>Announcement Date</b>	02/07/2011
<b>Close Date</b>	02/18/2011

**General Definition** This is full performance level research and information management work conducting analytical studies for a law enforcement, correctional, public or behavioral health, human services, or revenue collecting department or agency. Employees in this class have responsibility for researching, collecting data and performing statistical analysis needed to monitor trends, patterns, and changes in populations, socioeconomic and demographic factors, technology and operating activities that impact quality and delivery of service to the community and clientele, or patterns and trends in tax and water collections and delinquencies. Work includes utilizing computer hardware and software for reporting purposes and management analysis. Responsibility for the design, implementation and maintenance of computer based management information systems necessary for the evaluation and analysis of ongoing programs or trends is an important aspect of the work. Employees assigned to the law enforcement agency have responsibility for performing analysis of specific crimes to project crime trends. Employees assigned to the Revenue specialty have responsibility for data analyses related to economic development and tax policies. Work is performed under the supervision of a technical or administrative superior.

<b>Union Code</b>	J. AFSCME D.C.47 Local 2187
<b>FLSA Code</b>	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.

**ANTICIPATED ELIGIBILITY**  
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.

**REVENUE SPECIALTY**

- 1. EDUCATION**  
Completion of a Master's degree at an accredited college or university in finance, economics, statistics or a related field; AND
- 2. EXPERIENCE**  
One year of experience producing detailed data-driven reports and analyses, which has included utilizing a non-procedural computer application for information reporting and analysis.

**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**

**Other Requirements** TRANSCRIPT REQUIREMENTS:

Candidates MUST submit an official copy of their college or university transcript(s) indicating completion of the educational requirement above at the time of application. Transcripts MUST indicate conference of the appropriate degree. Candidates with degree from foreign colleges or universities must submit proof of degree as certified by a professional evaluation service. If you have already submitted a transcript for any City of Philadelphia civil service examination on or after July 14, 2008, you do not have to submit another transcript.

Transcripts should be sent to:  
 City of Philadelphia  
 Office of Human Resources  
 1401 J.F. Kennedy Boulevard, Room 1640  
 Philadelphia, PA 19102  
 Attention: Eric P. Myers.

**Equivalency Statement(s)** Any equivalent combination of education and experience determined to be acceptable by the Office of Human Resources, which includes a Bachelor's degree 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 submitted into our online application system no later than 02/18/2011.

## 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.

An eligible list is planned for the week of May 30, 2011. Please note that this date may change. The eligible list may be used as an equivalent list to fill positions in classes such as Public Administration Analyst.

**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.

### 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 exam will be tentatively scheduled for the week of May 18, 2011. Please note that this exam date is subject to change.

**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. 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**

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Required fields are indicated with an asterisk (\*).

**Applicant Documents**

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**Required Documents**

**Optional Documents**

- 1. Transcripts
- 2. DD-214