



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATIONS CENTER  
18 WASHINGTON STREET  
NEW YORK, NY 10004

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

# NOTICE OF EXAMINATION

## REQUIRED FORMS

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER  
FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

## INDUSTRIAL HYGIENIST

Exam. No. 6038

**WHEN TO APPLY:** From: October 4, 2006  
To: October 24, 2006

**APPLICATION FEE: \$40.00**  
*Payable only by money order to D.C.A.S. (EXAMS)*

**WHAT THE JOB INVOLVES:** Industrial Hygienists, under supervision, conduct safety and health investigations to insure compliance with Federal, State and City environmental and occupational health and safety regulations and other relevant laws and regulations; and operate a motor vehicle. All Industrial Hygienists perform related work.

**Special Working Conditions:** Industrial Hygienists will be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Industrial Hygienists and environmental conditions experienced are: climbing stairs, scaffolds, ladders, bridge towers, etc.; bending, stretching, stooping, crawling; pulling, pushing and/or lifting objects weighing up to 75 lbs.; working in spaces which are excessively hot, confined, dusty, dirty, smelly and/or vermin infested; working on roof tops; working outdoors in all kinds of weather; and working in dangerous neighborhoods. Industrial Hygienists may be required to wear safety equipment including Tyvek suit, safety vest, safety belt, harness, face mask, respirator, hard hat, eye and ear protection, gloves, and safety shoes.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$35,523 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

### HOW TO QUALIFY:

**Education and Experience Requirements:** By the last day of the Application Period you must have:

1. A baccalaureate degree from an accredited college including or supplemented by 28 semester credits in industrial hygiene, environmental health science, occupational health science and/or safety engineering; or
2. A baccalaureate degree from an accredited college including or supplemented by 28 semester credits in the physical or natural sciences, civil engineering, mechanical engineering, environmental engineering, chemical engineering and/or toxicology and one year of satisfactory, full-time experience in the identification, evaluation and control of health and safety hazards; or
3. A baccalaureate degree from an accredited college and two years of satisfactory full-time work experience as described in "2" above.
4. A combination of education and experience that is the equivalent of the course work and/or experience described in "1", "2", and "3" above. Semester credits from an accredited college in industrial hygiene, environmental health science, occupational health science and/or safety engineering may be substituted for experience on the basis of 7 semester credits equals 6 months of experience, up to a maximum of 28 semester credits. Semester credits from an accredited college in the physical or natural sciences, civil engineering, mechanical engineering, environmental engineering, chemical engineering and/or toxicology may be substituted for experience on the basis of 7 semester credits equals 3 months of experience, up to a maximum of 28 semester credits. However, all candidates must have a

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baccalaureate degree from an accredited college.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

**Driver License Requirement:** By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**Medical Requirement:** You may be required to wear a face mask or respirator while performing the essential functions of an Industrial Hygienist. As a result, medical guidelines have been established for assignments that require wearing a face mask or respirator to determine whether candidates can safely wear this equipment while performing the essential functions of the position of Industrial Hygienist. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him/her to take the examination, and/or perform the essential functions of the job.

**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

**REQUIRED FORM(S):**

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections **A.1, A.4, A.5, A.6, B, and C**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.

In addition, if you were educated in the United States you must submit a copy of your college transcript(s). If you do not include a copy of your college transcript(s), your Education and Experience Test Paper may not be rated.

3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**THE TEST:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

**Additional Credit:**

For full-time satisfactory experience in the identification, evaluation and control of health and safety hazards you will receive:

- (A) 10 points for at least one but less than three years of experience
- (B) 20 points for three or more years of experience.

10 points will be given for a masters degree in either Industrial Hygiene or Environmental and Occupational Health and Safety.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education and experience must be obtained by **the last day of the application period**.

**THE TEST RESULTS:** If you pass the education and experience test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Application Receipt:** You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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**The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.**

The City of New York is an Equal Opportunity Employer.  
Title Code No. 31305; Public Health and Safety Occupational Group.

**For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**