



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

INDUSTRIAL HYGIENIST Exam No. 2029

WHEN TO APPLY: From: November 3, 2021

APPLICATION FEE: \$68.00

To: November 23, 2021

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

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 various 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 in fire damaged buildings; working on roof tops; working outdoors in all kinds of weather; and working in dangerous neighborhoods. Industrial Hygienists will 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 \$47,390 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 QUALIFY:

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

You will **not** receive credit for education which you obtain after January 31, 2022 or experience which you obtain after the end of the Application Period (November 23, 2021).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university 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 or university 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 work experience in the identification, evaluation and control of health and safety hazards; **or**
3. A baccalaureate degree from an accredited college or university and two years of satisfactory full-time work experience as described in "2" above; **or**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

4. A satisfactory combination of education and experience that is equivalent to "1", "2", or "3" above. Semester credits from an accredited college or university 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 or university 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 at least a baccalaureate degree from an accredited college or university.

The education requirement must be met by January 31, 2022. The experience requirement must be met by the last day of the Application Period (November 23, 2021).

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

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. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (November 23, 2021) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (November 23, 2021), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after January 31, 2022 or experience which you obtain after the end of the Application Period (November 23, 2021).

Driver License Requirement: At the time of appointment, you must possess 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.

Vaccination Requirement: As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>. **Effective January 2020, the Online Application**

System is no longer supported on Windows 7 or earlier versions of Windows operating systems.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

The DCAS Computer-based Testing & Applications Centers will be closed on Thursday, November 11, 2021.

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (November 23, 2021) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (November 23, 2021), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

- 3. Foreign Education Evaluation Guide (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 Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. 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 day of the Application Period (November 23, 2021).

THE TEST:

Your score will be determined by an Education and Experience Exam. 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 additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience with a City, State, or Federal governmental agency in the identification, evaluation and control of health and safety hazards for:	You will receive up to:
At least 1 year but less than 1 year and 6 months	5 points
At least 1 year and 6 months but less than 2 years	7.5 points
At least 2 years but less than 2 years and 6 months	10 points
At least 2 years and 6 months but less than 3 years	12.5 points
At least 3 years but less than 3 years and 6 months	15 points
At least 3 years and 6 months but less than 4 years	17.5 points
At least 4 years but less than 4 years and 6 months	20 points
At least 4 years and 6 months but less than 5 years	22.5 points

5 or more years	25 points
If you have satisfactory full-time experience with an employer other than a City, State, or Federal governmental agency in the identification, evaluation and control of health and safety hazards for:	You will receive up to:
At least 1 year but less than 1 year and 6 months	2.5 points
At least 1 year and 6 months but less than 2 years	3.75 points
At least 2 years but less than 2 year and 6 months	5 points
At least 2 years and 6 months but less than 3 years	6.25 points
At least 3 years but less than 3 years and 6 months	7.5 points
At least 3 years and 6 months but less than 4 years	8.75 points
At least 4 years but less than 4 years and 6 months	10 points
At least 4 years and 6 months but less than 5 years	11.25 points
5 or more years	12.5 points

If you have a Masters degree completed at an accredited college or university in: **You will receive:**

Industrial Hygiene or Environmental and Occupational Health and Safety 10 points

If you have a(n): **You will receive:**

Asbestos Handler Certification (valid in New York State) 5 points

Asbestos Training (New York State Department of Health) 5 points

Associate Safety Professional Certification (Board of Certified Safety Professionals) 5 points

Certified Hazardous Materials Manager (CHMM) (Institute of Hazardous Materials Management) 5 points

Certified Industrial Hygienist (CIH) (American Board of Industrial Hygiene) 5 points

Certified Safety Professional (CSP) (Board of Certified Safety Professionals) 5 points

Class B Commercial Drivers License 5 points

Construction Health and Safety Technician (Board of Certified Safety Professionals) 5 points

FDNY Construction Site Fire Safety Manager (FDNY - S56 Certificate of Fitness) 5 points

Lead Risk Assessor Certification (valid in New York State) 5 points

Mold Assessor License (New York State Department of Labor) 5 points

OSHA 10hr Certification (for construction and general industry) 5 points

OSHA 30hr Certification (for construction and general industry) 5 points

Recurrent Hazmat Ground Shipper Certification (United States Dangerous Goods Training) 5 points

Scaffolding Training (NYC Department of Buildings approved) 5 points

Site Safety Manager (NYC Department of Buildings Certification) 5 points

Site Safety Training (SST) Card (NYC Department of Buildings approved providers) 5 points

Site Safety Training (SST) Supervisor Card (NYC Department of Buildings approved providers) 5 points

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

Education and experience used to meet the minimum requirements cannot be used to gain additional credit.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for education which you obtain after January 31, 2022, and certifications/training or experience which you obtain after the end of the Application Period (November 23, 2021).

You have until midnight Eastern time on the last day of the Application Period (November 23, 2021) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

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CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

ADDITIONAL INFORMATION:

Selective Certification for Experience in Construction Site Safety (HOU): If you have at least one (1) year of satisfactory, full-time professional experience working in construction site safety, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your experience will be checked by the appointing agency at the time of appointment.**

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet these requirements at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a **\$88.25** fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of a high school diploma or equivalent, date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

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

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