



San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

City and County of San Francisco
London N. Breed
Mayor

EMPLOYMENT OPPORTUNITY REASSIGNMENT ONLY

CLASS:	1204	TITLE:	Senior Personnel Clerk
SALARY:	\$3,094.00 – \$3,761.00/ Biweekly	DEADLINE:	August 2, 2024
		POSTED:	July 26, 2024

The Department of Public Health is accepting reassignment applications in:

POSITION(S): One (1) Full Time (40 hrs/week)

LOCATION: Dept of Public Health – Human Resources Operations – Laguna Honda Hospital
375 Laguna Honda Blvd, San Francisco, CA 94110

SHIFT: Monday-Friday 8:00am -5:00pm Days Off: Saturday, Sunday

APPOINTMENT TYPE: Current Permanent Civil Service (PCS). Reassignment.

*****ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 1204 Senior Personnel Clerk MAY APPLY.*****

SPECIAL CONDITION(S): None

ESSENTIAL DUTIES: The duties of this position are typical of those found within the class specification. A copy of which can be found at this link:

https://careers.sf.gov/classifications/?_gl=1*11bwx0m*_ga*NDkyNDM2MzY4LjE3MDgwMjk5OTY.*_ga_BT9NDE0NFC*MTcyMTc2NzE0MS4yMzYuMS4xNzIxNzY3MTQ2LjAuMC4w*_ga_63SCS846YP*MTcyMTc2NzE0MS4yMzYuMS4xNzIxNzY3MTQ2LjAuMC4w

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Lisa Contreras, HR - Operations Division, Attn: 1204hr3 Reassignment, 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110, email: lisa.contreras@sfdph.org by **08/02/2024**. Applicants with disabilities requiring accommodation during the interview process may contact the person/department listed. www.sfdph.org

The Department of Public Health is an Equal Opportunity Employer. Women, Minorities, and Persons with Disabilities are encouraged to apply.

Civil Service Rule 114.6 states employees may advance from part-time to full-time after one year of continuous permanent satisfactory service in a part-time only position. The senior appointee in a class in the department may be advanced by the appointing officer to a full-time position. Advancement from a part-time position shall require a new probationary period. To submit interest under Civil Service Rule 114.6, please review SFDPH's reassignment postings at: [Internal Opportunities and Reassignments](#). When reassignment announcements are posted, you may apply for consideration, along with other full-time reassignment candidates.

The Department of Public Health (DPH) is implementing a unified Electronic Health Record (EHR) system and DPH employees must demonstrate competency in the use of the system that is appropriate for their classification as a condition of employment.

FINAL /1 vacancy (FT) Pos No 01148587



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REASSIGNMENT APPLICATION

Last Name: _____ First Name: _____ DSW: _____

Current Contact Information:

Phone: _____ Email Address: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Are you a **Current Permanent Civil Service (PCS)** employee at the Department of Public Health in:

Class No. / Title | **1204 / Senior Personnel Clerk**

YES (If yes, continue below) **NO** (If no, stop at this point - Reassignment does not apply to you.)

Yes, I am currently employed at one of the following locations: (check one):

LHH ZSGH Central Office Site (Primary Clinics / Jail Health Services / PHP / BHS)

Yes, I am interested in being reassigned to the position located at:

LHH – HR Operations

Class / Title: **1204 / Senior Personnel Clerk**

(Date) _____

as indicated on the Job recruitment posted on:
(Please attach a copy of the recruitment with your submission of this form.)

Signature: _____

Date: _____

Return this Reassignment application and a Resume before the COB deadline of **08/02/2024** to:

Lisa Contreras, Principal Human Resources Analyst

ATTN: 1204hr3 Reassignment

DPH-HR 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110

E-mail: lisa.contreras@sfdph.org

FAX: (628) 206-5668

PHONE: (628) 206-5528

FINAL /1 vacancy (FT)

Pos No. 01148587