



# 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

<b>CLASS:</b>	<b>1406</b>	<b>TITLE:</b>	<b>Senior Clerk</b>
<b>SALARY:</b>	<b>\$2491 – \$3029/Biweekly</b>	<b>DEADLINE:</b>	<b>11/22/2024</b>
		<b>POSTED:</b>	<b>11/15/2024</b>

The Department of Public Health is accepting reassignment applications in:

- POSITION(S):** One (1) Full Time (40 hrs./week)  
**LOCATION:** SF FIRST, 760 Harrison St., SF  
**SHIFT:** Monday - Friday, 8:00am-5:00pm  
**APPOINTMENT TYPE:** Current Permanent Civil Service (PCS). Reassignment.

**\*\*\*ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 1406 Senior 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/?classCode=1406>

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to Jay Wong, HR Analyst, Attn: 1406hr29 Reassignment, 101 Grove Room 210, San Francisco, CA, email: [DPH-CO-PositionControl@sfdph.org](mailto:DPH-CO-PositionControl@sfdph.org) and [Jay.wong@sfdph.org](mailto:Jay.wong@sfdph.org) or fax: 4155542855 by **11/22/2024**. Applicants with disabilities requiring accommodation during the interview process may contact the person/department listed. [www.sfdph.org](http://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 01113380



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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 | **1406 Senior 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:

SF FIRST, 760 Harrison St., SF

as indicated on the 

<b>Class / Title:</b>	<b>1406 Senior Clerk</b>
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 Job recruitment  
posted on:

(Date)
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(Please attach a copy of the recruitment with your submission of this form.)

Signature: 

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 Date: 

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Return this Reassignment application and a Resume before the COB deadline of **11/22/2024** to:

Jay Wong, HR Analyst  
ATTN: 1406hr29 Reassignments  
DPH-HR 101 Grove Room 210, San Francisco, CA  
E-mail: DPH-CO-PositionControl@sfdph.org, and Jay.wong@sfdph.org  
FAX: 4155542855  
PHONE: (628) 271-6830  
FINAL /1 vacancy (FT)  
Pos No. 01113380