



City and County of San Francisco  
 London N. Breed  
 Mayor

# San Francisco Department of Public Health

Grant Colfax, MD  
 Director of Health

## EMPLOYMENT OPPORTUNITY REASSIGNMENT ONLY

<b>CLASS:</b>	<b>1636</b>	<b>TITLE:</b>	<b>Health Care Billing Clerk II</b>
<b>SALARY:</b>	<b>\$3,162 – \$3,842/ Biweekly</b>	<b>DEADLINE:</b>	<b>October 18, 2024</b>
		<b>POSTED:</b>	<b>October 11, 2024</b>

The Department of Public Health is accepting reassignment applications in:

**POSITION(S):** Three (3) Full Time (40 hrs/week)  
**LOCATION:** LHH – PES Patient Accounting Billing Unit - 375 Laguna Honda Blvd. Admin. Bldg, 3<sup>rd</sup> Fl. Ste. A3271, San Francisco, CA 94116  
**SHIFT:** Monday-Friday 7:00am -3:30pm Days Off: Saturday and Sunday

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

**\*\*\*ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 1636 Health Care Billing Clerk II 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=1636>

**APPLICATION PROCEDURE:** Interested individuals must submit a completed Reassignment Application Form to: Tiffany Xie, HR Analyst, HR - Operations Division, Attn: 1636hr1 Reassignment, 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110, email: [tiffany.xie@sfdph.org](mailto:tiffany.xie@sfdph.org) or fax: (628) 206-5668 by **10/18/2024**. 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 /3 vacancies (FT) Pos No 01107522, 01068242 & 01103442



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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 | **1636 / Health Care Billing Clerk II**

**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 - PES Patient Accounting Billing Unit

Class / Title: **1636 / Health Care Billing Clerk II**

(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 **6/17/2024** to:

Tiffany Xie, HR Analyst  
ATTN: 1636hr1 Reassignment  
DPH-HR 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110  
E-mail: [tiffany.xie@sfdph.org](mailto:tiffany.xie@sfdph.org)  
FAX: (628) 206-5668  
PHONE: (628) 206-5528  
FINAL /3 vacancies (FT)  
Pos No. 01107522, 01068242 & 01103442