



# 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>1822</b>	<b>TITLE:</b>	<b>Administrative Analyst</b>
<b>SALARY:</b>	<b>\$3,882– \$4,720 Biweekly</b>	<b>DEADLINE:</b>	<b>November 22, 2024</b>
		<b>POSTED:</b>	<b>November 15, 2024</b>

DPH is accepting reassignment applications for the Population Health Division:

**POSITION(S):** One (1) Full Time- (40 hrs/week)  
**LOCATION:** 49 South Van Ness Avenue, Suite 600, San Francisco, CA 94103  
**SHIFT:** Monday to Friday, 8AM to 5PM.

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

**\*\*\*ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE 1822  
ADMINISTRATIVE ANALYST MAY APPLY. \*\*\***

**SPECIAL CONDITION(S):** N/A

**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=1822>

**APPLICATION PROCEDURE:** Interested individuals must submit a completed Reassignment Application Form to: Ruigie Arevalo, Senior HR Analyst - Operations Division, Attn: 1822hr8 Reassignment, 101 Grove Street, Room 210, San Francisco, CA 94102 or by email: [ruigie.arevalo@sfdph.org](mailto:ruigie.arevalo@sfdph.org) by **11/22/2024 end of business day.**

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 Nos: 01065763



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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 | **1822 Administrative Analyst**

**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:

Class / Title: **1822 Admin. Analyst**

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 **11/22/2024** to:

Ruigie Arevalo, Sr. HR Analyst  
ATTN: 1822hr8 Reassignment  
DPH-HR-Operations, 101 Grove Street, Room 210, San Francisco, CA 94102  
E-mail: ruigie.arevalo@sfdph.org  
PHONE: 628.271.6829  
FINAL /1 vacancy (FT)  
Pos Nos. 01065763