



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:	2593	TITLE:	<u>Health Program Coordinator III</u>
SALARY:	\$4506 - \$5890 /Biweekly	DEADLINE:	October 18, 2024
		POSTED:	October 11, 2024

The Department of Public Health, Human Resources, is accepting reassignment applications in:

POSITION(S): One (1) Full Time.

LOCATION: 375 Laguna Honda Blvd, San Francisco, CA 94116

SHIFT: Regularly Monday thru Friday 8:30 am to 5:00 pm shift. Occasional nights and weekends, as needed. Regular days off Saturday and Sunday. The schedule is subject to change to meet the department's operational needs.

Program: Resident/Patient Grievances and Care Experience (Laguna Honda Hospital Care Experience & Grievance).

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

****ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 2593 Health Program Coordinator III 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/ClassNumber=2593>

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Sterling Sanders LHH, HR - Operations Division, Attn: 2593hr33 Reassignment, 375 Laguna Honda Blvd, 1st Floor, Room B100, San Francisco, CA 94116, email: sterling.sanders@sfdph.org or fax: 415-759-3365 by **October 18, 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.



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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) Position numbers: 01154775.

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 | **2593/Health Program Coordinator III**

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 / Other

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

375 Laguna Honda Blvd, San Francisco, CA 94116

Class / Title:	2593/Health Program Coordinator III
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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 **October 18, 2024** to:

Sterling Sanders, HR Analyst
ATTN: 2593hr33 Reassignment
DPH-HR 375 Laguna Honda Blvd., 1st Floor, Room B100, San Francisco, CA 94116
FAX: 415-759-3365



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