



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>2591</b>                     | <b>TITLE:</b>    | <b>Health Program Coordinator II</b> |
| <b>SALARY:</b> | <b>3,968 – 4,821 / Biweekly</b> | <b>DEADLINE:</b> | <b>February 16, 2024</b>             |
|                |                                 | <b>POSTED:</b>   | <b>February 9, 2024</b>              |

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The Department of Public Health is accepting reassignment applications in:

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

**LOCATION:** Office of Coordinated Care / 1360 Mission Street, San Francisco, CA 94103

**SHIFT:** Monday-Friday 8:30am-5:00pm 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 2591  
Health Program Coordinator II 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=2587>

**APPLICATION PROCEDURE:** Interested individuals must submit a completed Reassignment Application Form to: , HR - Operations Division, Attn: 2591hr1 HR Reassignment, 101 Grove Street, 2nd Floor, Room 210, San Francisco, CA 94102, email: [Edison.Eisavi@sfdph.org](mailto:Edison.Eisavi@sfdph.org) by 2/16/2024 . 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 / Pos No. 01154701



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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 | **2591 Health Program Coordinator 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:

Central Office – Office of Coordinated Care

**Class / Title:** **2591 Health Program Coordinator 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 **2/16/2024** to:

Edison Eisavi, HR Analyst  
ATTN: 2591hr1 HR Reassignment  
DPH-HR 101 Grove Street, Room 210, San Francisco, CA 94102  
PHONE: 628-217-7124  
FINAL / 1 vacancy (FT)  
Pos No. 01154701