



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>1428</b>	<b>TITLE:</b>	<b>Unit Clerk</b>
<b>SALARY:</b>	<b>\$2,869-\$3,486 / Biweekly</b>	<b>DEADLINE:</b>	<b>May 17, 2024</b>
		<b>POSTED:</b>	<b>May 10, 2024</b>

The Department of Public Health is accepting reassignment applications for:

**POSITION(S):** One (1) Full Time (40 hrs/week)  
**LOCATION:** Laguna Honda Hospital & Rehabilitation Center, 375 Laguna Honda Blvd, San Francisco, CA 94116.  
**SHIFT:** Monday-Friday/ 40 hours per week

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

**\*\*\*ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 1428 Unit Clerk MAY APPLY.\*\*\***

**SPECIAL CONDITIONS:** 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=1428>

**APPLICATION PROCEDURE:** Interested individuals must submit a completed Reassignment Application Form to: Caroline Griffith, HR - Operations Division, Attn: 1428hr3 Reassignment, 375 Laguna Honda Blvd, 1<sup>st</sup> Floor, Room B100, San Francisco, CA 94116, email: [caroline.griffith@sfdph.org](mailto:caroline.griffith@sfdph.org) by **5/17/2024**. 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 01036909



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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 | **1428 / Unit 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:

ZSFG - Inpatient/Elective Admitting/Financial Counseling, Application and Enrollment Unit

Class / Title: **1428 / Unit Clerk**

(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 **5/17/2024** to:

Caroline Griffith, HR Analyst  
ATTN: 1428 hr3 Reassignment  
DPH-HR 375 Laguna Honda Blvd, 1<sup>st</sup> Floor, Room B100, San Francisco, CA 94116  
E-mail: [caroline.griffith@sfdph.org](mailto:caroline.griffith@sfdph.org)  
PHONE: (415) 759-4513  
FINAL /1 vacancy (FT)  
Pos No 01036909