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

CLASS:	**1822**	**TITLE:**	**Administrative Analyst**
SALARY:	**$3,825– $4,650/ Biweekly**	**DEADLINE:**	**March 22, 2024**
		POSTED:	**March 15, 2024**

The Department of Public Health is accepting reassignment applications in:

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

LOCATION: Zuckerberg San Francisco General Hospital & Trauma Center – Hospital Administration
1001 Potrero Avenue, San Francisco, CA 94110

SHIFT: Monday-Friday 8:00am -5:00pm

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

*****ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 1822 Administrative Analyst 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://tinyurl.com/4yhfwe3s

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Lisa Contreras, Principal HR Analyst, HR - Operations Division, Attn: 1822hr1 Reassignment, 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110, email: ZSFG.ReassignmentFlyer@sfdph.org and lisa.contreras@sfdph.org or fax: (628) 206-5668 by **03/22/2024.** 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.

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 01120661

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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:

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

Class / Title:	**1822/ Administrative Analyst**

as indicated on the Job recruitment posted on: (Date)

(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 **03/22/2024** to:

Lisa Contreras, Principal HR Analyst
ATTN: 1822hr1 Reassignment
DPH-HR 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110
E-mail: ZSFG.ReassignmentFlyer@sfdph.org and lisa.contreras@sfdph.org
FAX: (628) 206-5668
PHONE: (628) 206-5528
FINAL /1 vacancy (FT)
Pos No. 01120661