EMPLOYMENT OPPORTUNITY

REASSIGNMENT ONLY

<table>
<thead>
<tr>
<th>CLASS:</th>
<th>1093</th>
<th>TITLE:</th>
<th>IT Operations Support Admin III</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY:</td>
<td>$3245- $4021/Biweekly</td>
<td>DEADLINE:</td>
<td>September 18, 2020</td>
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<tr>
<td>POSTED:</td>
<td></td>
<td></td>
<td>September 11, 2020</td>
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</tbody>
</table>

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

POSITION(S): One (1) Full Time (1 FTE/40 Hours)

LOCATION: DPH-ZSFG IT Customer Service Team

SHIFT: Regularly Mondays – Fridays; shift ranges from 8:00am-5:00pm, as long as completes 40 hour work week. Days off Regularly Saturdays and Sundays or depending on the needs of the department.

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

**ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 1093 IT Operations Support Admin III MAY APPLY. ***

SPECIAL CONDITION(S): Customer Support for IT Experience – 18 Months of Experience
- Windows Desktop and Client Server Experience – 24 Months of Experience
- Windows Operating System Experience – 24 Months of Experience
- Develop Web Apps with various scripting languages – 18 Months of Experience

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://www.jobaps.com/SF/specs/classspecdisplay.asp?ClassNumber=1093](https://www.jobaps.com/SF/specs/classspecdisplay.asp?ClassNumber=1093)

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Yolanda Martinez ZSFG, HR - Operations Division, Attn: 1093hr4 Reassignment, 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110, email: ZSFG.ReassignmentFlyer@sfdph.org or fax: 628-206-5668 by September 18, 2020.

Applicants with disabilities requiring accommodation during the interview process may contact the person/department listed. [www.sfdph.org](http://www.sfdph.org).

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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 SFPD’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 Vacancies (FT) 01065788
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 | 1093 / IT Operations Support Admin 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)

Yes, I am interested in being reassigned to the position located at:
☐ DPH-ZSFG IT Customer Service Team

Class / Title: 1093 / IT Operations Support Admin III

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 before the COB deadline of September 18, 2020 to:
Yolanda Martinez
ATTN: 1093hr4 Reassignment
ZSFG, HR Operations, 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110
E-MAIL: ZSFG.ReassignmentFlyer@sfdph.org
FAX: 628-206-5668
PHONE: 628-206-5528
FINAL /1 Vacancies (FT)
Pos No. 01065788