EMPLOYMENT OPPORTUNITY
REASSIGNMENT ONLY

CLASS: 1202  TITLE: Personnel Clerk

SALARY: $2,228 - $2,709 /Biweekly  DEADLINE: March 20, 2020
POSTED: March 13, 2020

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

POSITION(S): One (1) Full Time

LOCATION: DPH-ZSFG Human Resources
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 1202 Personnel Clerk 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://www.jobaps.com/SF/specs/classspecdisplay.asp?ClassNumber=1202

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Yolanda Martinez ZSFG, HR - Operations Division, Attn: 1202hr1 Reassignment, 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110, email: ZSFG.ReassignmentFlyer@sfdph.org or fax: 628-206-5668 by March 20, 2020. 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) 01136400

Updated February 21, 2019 – v.2
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 | 1202 / Personnel 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:
☐ DPH-ZSFG Human Resources

   Class / Title: 1202 / Personnel Clerk

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 March 20, 2020 to:
Yolanda Martinez
ATTN: 1202hr1 Reassignment
ZSF, HR Operations, 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110
E-mail: ZSFG.ReassignmentFlyer@sfdph.org
PHONE: 628-206-5528
FAX: 628-206-5668
FINAL /1 vacancy (FT)
Pos No. 01136400

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