EMPLOYMENT OPPORTUNITY
REASSIGNMENT ONLY

CLASS: 1204
TITLE: Senior Personnel Clerk

SALARY: $2,579 - $3,135 /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 1204 Senior 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=1204

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Yolanda Martinez ZSFG, HR - Operations Division, Attn: 1204hr5 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) 01125310
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: 1204 / Senior 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: 1204 / Senior 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: 1204hr5 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 vacancy (FT)
Pos No. 01125310