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 (1 FTE)

LOCATION: DPH-Human Resources
101 Grove Street, San Francisco

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): 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://www.jobapscloud.com/SF/specs/classspecdisplay.asp?ClassNumber=1204

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Bibiana Pinzon, HR - Operations Division, Attn: 1204hr6 Reassignment, 101 Grove Street, 2nd Floor, Room 210, San Francisco, CA 94102, email: DPH-CO-PositionControl@sfdph.org or fax: 415-554-2855 by March 20, 2020. Applicants with disabilities requiring accommodation during the interview process may contact the person/department listed.

_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 SFPDH’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. 01135404
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-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 and a Resume before the COB deadline of March 20, 2020 to:

Bibiana Pinzon, HR Analyst
ATTN: 1204hr6 Reassignment
DPH-HR 101 Grove Street, Room 210, San Francisco, CA 94102
E-mail: DPH-CO-PositionControl@sfdph.org
PHONE: 415-554-2936
FAX: 415-554-2855

FINAL /1 vacancy (FT)
Pos No. 01135404

Updated February 21, 2019 – v.2