



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:	1220	TITLE:	Payroll and Personnel Clerk
SALARY:	\$2,744 – \$3,335/ Biweekly	DEADLINE:	January 21, 2022
		POSTED:	January 14, 2022

The Department of Public Health is accepting reassignment applications in:

POSITION(S): One (1) Full Time (40 hrs/week)
LOCATION: Human Resources - Laguna Honda Payroll - 375 Laguna Honda Blvd. San Francisco, CA 94116
SHIFT: Monday-Friday, 8am-5pm

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

*****ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 1220 Payroll and Personnel Clerk MAY APPLY. *****

SPECIAL CONDITION(S): Heavy Lifting (35 pounds)

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=1220>

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Steven Scoles, HR - Operations Division, Attn: 1220hr1 Reassignment, 101 Grove St., Room 210, San Francisco, CA 94102, email: DPH-CO-PositionControl@sfdph.org or fax: (415) 554-2855 by **1/21/2022**. 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 01036642



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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 | **1220 / Payroll and 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:

Human Resources - Laguna Honda Payroll - 375 Laguna Honda Blvd. San Francisco, CA 94116

Class / Title:	1220 / Payroll and Personnel Clerk
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as indicated on the Job recruitment posted on:

(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 **1/21/2022** to:

Steven Scoles, Senior HR Analyst
ATTN: 1220hr1 Reassignment
DPH-HR 101 Grove St., Room 210, San Francisco, CA 94102
E-mail: DPH-CO-PositionControl@sfdph.org
FAX: (415) 554-2855
PHONE: (415) 554-2676
FINAL /1 vacancy (FT)
Pos No. 01036642