



San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

City and County of San Francisco
London N. Breed
Mayor

EMPLOYMENT OPPORTUNITY REASSIGNMENT ONLY

CLASS:	1314	TITLE:	Public Relations Officer
SALARY:	\$ 4,272 - \$5,592 / biweekly	DEADLINE:	December 6, 2024
		POSTED:	November 27, 2024

The Department of Public Health is accepting reassignment applications in:

POSITION(S): Full Time (40 hrs/week)

LOCATION: DPH Communications Unit: 1145 Market Street SF, CA 94103

SHIFT: Regularly Mondays – Fridays; shift ranges from 8am – 5pm, as long as completes 40-hour work week

Days-Off: Regularly Saturdays and Sunday 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 1314 Public Relations Officer 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://careers.sf.gov/classifications/?classCode=1314>

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Lilibelle Thompson, DPH CO – HR Operations Division, Attn: 1314hr1 Reassignment, Room 210 101 Grove Street SF ,CA 94102 or email: lilibelle.thompson@sfdph.org and by **12/06/2024**. 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 / 2 vacancies (FT) Pos No 01154724; Pos No 01150428



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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 | **1314/Public Relations Officer**

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 Communications Unit: 1145 Market Street SF, CA 94103

Class / Title:	1314/Public Relations Officer
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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 **12/06/2024** to:

Lilibelle Thompson, Senior HR Analyst
ATTN: 1314hr1 Reassignment
DPH-HR CO Room 210 101 Grove Street SF, CA 94102
E-mail: lilibelle.thompson@sfdph.org
FINAL / 2 vacancies (FT) Pos No 01154724; Pos No 01150428