EMPLOYMENT OPPORTUNITY
REASSIGNMENT ONLY

CLASS: 1406
TITLE: Senior Clerk

SALARY: $2,076 - $2,949 / 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: Jail Health Services - County Jail 5
1 Moreland Drive, San Bruno, CA 94066
SHIFT: M-F 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 1406/Senior Clerk MAY APPLY.***

SPECIAL CONDITION(S): Maintain Background Jail Clearance

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=1406

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Bibiana Pinzon, HR - Operations Division, Attn: 1406hr3 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 inform the HR Analyst listed.

Note regarding Special Conditions: All applicants must provide the certificate along with the Reassignment application or pass the bilingual proficiency test to be considered.

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. 01134536
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:

<table>
<thead>
<tr>
<th>Class No. / Title</th>
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<tr>
<td>1406/ Senior Clerk</td>
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☐ 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:
☐ Jail Health Services

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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: 1406hr3 Reassignment
DPH-HR 101 Grove Street, Room 210, San Francisco, CA 94102
E-mail: DPH-CO-PositionControl@sfdph.org
FAX: 415-554-2855
PHONE: 415-554-2936
FINAL /1 vacancy (FT)
Pos No. 01134536