EMPLOYMENT OPPORTUNITY
REASSIGNMENT ONLY

CLASS: 1635
TITLE: Health Care Billing Clerk I

SALARY: $2345-$2849/ Biweekly
DEADLINE: September 18, 2020
POSTED: September 11, 2020

The Department of Public Health, Finance, is accepting reassignment applications in:

POSITION(S): Two (2) Full Time (2 FTE)

LOCATION: Single Billing Office
375 Laguna Honda Blvd, San Francisco, CA 94116

SHIFT: Mondays-Fridays; Shift ranges from 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 1635/Health Care Billing Clerk I 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=1635

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Steven Scoles, HR - Operations Division, Attn: 1635hr1 Reassignment, 101 Grove Street, 2nd Floor, Room 210, San Francisco, CA 94102, email: DPH-CO-PositionControl@sfdph.org or fax: 415-554-2855 by September 18, 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 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 Pos No. 01051053 / 01077277

Updated February 21, 2019 – v.2
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 | 1635 / Health Care Billing Clerk I

☐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:

☐ Single Billing Office

Class / Title: 1635 / Health Care Billing Clerk I

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 **September 18, 2020** to:

Steven Scoles, HR Analyst

ATTN: 1635hr1 Reassignment

DPH-HR 101 Grove Street, Room 210, San Francisco, CA 94102

E-mail: DPH-CO-PositionControl@sfdph.org

FAX: 415-554-2855

PHONE: 415-554-2676

FINAL /2 Vacancies

Pos No. 01051053 / 01077277