EMPLOYMENT OPPORTUNITY

REASSIGNMENT ONLY

CLASS: 1635 Health Care Billing Clerk I
SALARY: $2,254 - $2,739/Biweekly
DEADLINE: August 17, 2018
POSTED: August 10, 2018

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

CLASS: 1635 Health Care Billing Clerk I
POSITION(S): Three (3) Full Time
LOCATION: DPH-ZSFG/LHH Patient Accounting
SHIFT: Regularly Mondays – Fridays; shift ranges from 7:30am-4:30pm; as long as completes 40 hour work week. Regular days off Saturdays and Sundays or depending on the departmental need.

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

**ONLY CURRENT PERMANENT CIVIL SERVICE IN 1635 Healthcare Billing Clerk I EMPLOYEES WITHIN THE SF DEPARTMENT OF PUBLIC HEALTH MAY APPLY ***

SPECIAL CONDITION(S): N/A

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.jobaps.com/SF/specs/classspecdisplay.asp?ClassNumber=1635

APPLICATION PROCEDURE: Interested individuals must submit a Resume and completed Reassignment Application Form to: Sharon Bosley ZSFG, HR - Operations Division, Attn: 1635hr1 Reassignment, 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110, email: ZSFG.ReassignmentFlyer@sfdph.org or fax: 415-206-5668 by August 17, 2018. 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.

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, typically a 7.5% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.

FINAL / XX / 1 vacancy (FT)
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  ____________________________

☐ 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  ☐ ZSFG  ☐ Central Office Site (☐ Primary Clinics / ☐ Jail Health Services / ☐ PHP / ☐ BHS)

Yes, I am interested in being reassigned to the position located at:
☐ ZSFGH – Patient Accounting

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 August 17, 2018 to:
Sharon Bosley
ATTN: 1635hr1 Reassignment
ZSFG, HR Operations, 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110
FAX: 415-206-5668
PHONE: 415-206-5528

FINAL / XX / 1 vacancy (FT)