



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:	1662	TITLE:	<u>Patient Accounts Asst Sprv</u>
SALARY:	\$3,280 - \$3,989 /Biweekly	DEADLINE:	September 29, 2023
		POSTED:	September 22, 2023

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

POSITION(S): Two (2) Full Time **Patient Accounts Assistant Supervisor**

LOCATION: Laguna Honda Hospital and Rehabilitation Center, 375 Laguna Honda Blvd., San Francisco, CA 94116

SHIFT: Mon-Fri, 7am - 3:30pm (2 positions)

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

****ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 1662 Patient Accounts Asst Sprv MAY APPLY. *****

SPECIAL CONDITION(S): None.

ESSENTIAL DUTIES: The duties of this position are typical of those found within the class specification, which can be found at: <https://careers.sf.gov/classifications/>

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Roger Law, LHH, HR - Operations Division, Attn: 1662 hr1 Reassignment, 375 Laguna Honda Blvd, 1std Floor, Room B100, San Francisco, CA 94116, email: roger.law@sfdph.org or fax: 415-759-3365 by **September 29, 2023**. 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 vacant (FT) Pos No 01122940, 01134629



San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

City and County of San Francisco
London N. Breed
Mayor

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 | **1662 Patient Accounts Asst Sprv**

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:

LHH

Class / Title:	1662 Patient Accounts Asst Sprv
-----------------------	--

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 **September 29, 2023** to:

Roger Law, HR Analyst

ATTN: 1662 hr1 Reassignment

DPH-HR 375 Laguna Honda Blvd., 1st Floor, Room B100, San Francisco, CA 94116

FAX: 415-759-3365

PHONE: 415-759-3064

FINAL / 2 vacant (FT) Pos No 01122940, 01134629