EMPLOYMENT OPPORTUNITY
REASSIGNMENT ONLY

| CLASS: 1823 | TITLE: Senior Administrative Analyst |
| SALARY: $3,773-$4,585/ 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: DPH Office of Contracts Management and Compliance (OCMC)
101 Grove Street, San Francisco

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 1823 Senior Administrative Analyst MAY APPLY.***

SPECIAL CONDITION(S): Contract Administration - 12 Months of Experience

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=1823](https://www.jobapscloud.com/SF/specs/classspecdisplay.asp?ClassNumber=1823)

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Bibiana Pinzon, HR - Operations Division, Attn: 1823hr2 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 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](https://www.jobapscloud.com/SF/specs/classspecdisplay.asp?ClassNumber=1823). 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. 01128851
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 | 1823 / Senior Administrative Analyst

☐ 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 Office of Contracts Management and Compliance (OCMC)

Class / Title: 1823 / Senior Administrative Analyst

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 March 20, 2020 to:
Bibiana Pinzon, HR Analyst
ATTN: 1823hr2 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. 01128851