



City and County of San Francisco
 London N. Breed
 Mayor

San Francisco Department of Public Health

Grant Colfax, MD
 Director of Health

EMPLOYMENT OPPORTUNITY REASSIGNMENT ONLY

| | | | |
|----------------|------------------------------------|------------------|--------------------------------------|
| CLASS: | 1823 | TITLE: | Senior Administrative Analyst |
| SALARY: | \$4,526 – \$5,500/ Biweekly | DEADLINE: | October 04, 2024 |
| | | POSTED: | Septmeber 27, 2024 |

The Department of Public Health’s Business Office Budget Unit is accepting reassignment applications for Job class 1823 Senior Admin Analyst

POSITION(S): One (1) Full Time (40 hrs/week)
LOCATION: 1380 Howard Street, San Francisco CA 94103
SHIFT: Monday-Friday 8:00am -5:00pm Days Off: Saturday, Sunday

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

*****ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 1823 Senior Admin Analyst 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://careers.sf.gov/classifications/?classCode=1823>

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Mohammad Sarwary, HR - Operations Division, Attn: 1823hr9 Reassignment, 101 Grove St., Room 210, San Francisco, CA 94102, email: mohammad.sarwary@sfdph.org or fax: (415)-554-2855 by **10/4/2024**. 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 /1 vacancy (FT) Pos No # 01090951



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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 Admin 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:

1380 Howard Street, San Francisco CA 94103

Class / Title: **1823 Senior Admin Analyst**

(Date)

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 **10/4/2024** to:

Mohammad Sarwary, HR Analyst
ATTN: 1823hr9 Reassignment
DPH-HR 101 Grove St., Room 210, San Francisco, CA 94102
E-mail: mohammad.sarwary@sfdph.org
FAX: (415) 554-2855
PHONE: (415) 554-2587
FINAL /1 vacancy (FT) Pos No.# 01090951