EMPLOYMENT OPPORTUNITY

REASSIGNMENT ONLY

CLASS: 2110

TITLE: Medical Records Clerk

SALARY: $2361-$2871/ Biweekly

DEADLINE: September 18, 2020

POSTED: September 11, 2020

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

POSITION(S): One (1) Full Time (1 FTE)

LOCATION: Jail Health Services
850 Bryant Street, San Francisco, CA 94103

SHIFT: Monday-Friday, 8am-5pm

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

**ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 2110/ Medical Records Clerk MAY APPLY. ***

SPECIAL CONDITION(S): Maintain Background Jail Clearance

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=2110

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Steven Scoles, HR - Operations Division, Attn: 2110hr5 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 SFPDH’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 Pos No. 01017177

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  |  2110 / Medical Records Clerk

☐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:
☐  Jail Health Services

Class / Title:  |  2110 / Medical Records Clerk

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: 2110hr5 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 /1 Vacancy
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