EMPLOYMENT OPPORTUNITY
REASSIGNMENT ONLY

CLASS:  2112
TITLE:  Medical Records Technician

SALARY:  $2,649 - $3,221/Biweekly
DEADLINE:  September 25, 2020
POSTED:  September 18, 2020

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

POSITION(S):  One (1) Full Time

LOCATION:  Department: DPH-ZSFG Patient Accounting (Revenue Integrity Unit)
Address: 375 Laguna Honda Blvd. Working remote temporarily.

SHIFT:  Regularly Mondays – Fridays; shift ranges from 7:30am-4:00pm, as long as completes 40 hour work week. Days off Regularly Saturdays and Sundays or depending on the needs of the department.

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

**ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 2112 Medical Records Technician 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=2112

APPLICATION PROCEDURE:  Interested individuals must submit a completed Reassignment Application Form to: Stephanie Aquino, HR - Operations Division, Attn: 2112hr1 Reassignment, 375 Laguna Honda Blvd., 1st Floor, Room B100, San Francisco, CA 94116, email: stephanie.aquino@sfdph.org or fax: 415-759-4620 by September 25, 2020. 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 Vacancies (FT) 01053526
REASSIGNMENT APPLICATION

Last Name: ______________________ First Name: ______________________ DSW: _________

Current Contact Information:
Phone: ________________ Email Address: _______________________________________
Street Address: ___________________________ State: ________________ Zip: __________
City: ___________________________

Are you a **Current Permanent Civil Service (PCS)** employee at the Department of Public Health in:

<table>
<thead>
<tr>
<th>Class No. / Title</th>
<th>2112 Medical Records Technician</th>
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☐ **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-ZSFZ SFG Patient Accounting, Revenue Integrity Unit - LHH 375 Laguna Honda Blvd, Currently working remote due to PHE

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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 before the COB deadline of **September 25, 2020** to:
Stephanie Aquino, HR Analyst
ATTN: **2112hr1** Reassignment
DPH-HR 375 Laguna Honda Blvd., 1st Floor Room B100, San Francisco, Ca 94116
E-mail: stephanie.aquino@sfdph.org
FAX: 415-759-3365
PHONE: 415-759-4620
FINAL /1 Vacancies (FT)
Pos No. **01053526**

Updated February 21, 2019 – v.2