



# 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

<b>CLASS:</b>	<b>2303</b>	<b>TITLE:</b>	<b><u>Certified Nursing Assistant</u></b>
<b>SALARY:</b>	<b>\$2,478.00 – \$3,789.00/Biweekly</b>	<b>DEADLINE:</b>	<b>November 1, 2024</b>
		<b>POSTED:</b>	<b>October 25, 2024</b>

The Department of Public Health is accepting reassignment applications in:

**POSITION(S):** Three (3) Full Time (40 hrs/week)

**LOCATION:** LHH – Nursing Department / 375 Laguna Honda Blvd, San Francisco, CA 94116

**SHIFT:** Hospital operates 24/7. 8-hour shift depending on the needs of the department; days off are consecutive:

- a. AM – (11:00 PM – 7:30 AM)
- b. DAY- (7:00 AM – 3:30 PM)
- c. PM-(3:00 PM-11:30 PM)

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

**\*\*\*ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 2303 Certified Nursing Assistant MAY 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=2303>

**APPLICATION PROCEDURE:** Interested individuals must submit a completed Reassignment Application Form to: Andrew B. Smith, Jr, HR - Operations Division, Attn: **2303hr13** Reassignment, 375 Laguna Honda Blvd, Room B100, San Francisco, CA 94116, email: [Andrew.SmithJr@sfdph.org](mailto:Andrew.SmithJr@sfdph.org); or fax: (415) 759-3365 by November 1, 2024. Applicants with disabilities requiring accommodation during the interview process may contact the person/department listed. [www.sfdph.org](http://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.

Three (3) Vacancies / Full Time / Pos No. 01113290; 01110665; 01109380



# 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 | **2303 / Certified Nursing Assistant**

**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 - Nursing Department**

<b>Class / Title:</b>	<b>2303 / Certified Nursing Assistant</b>
-----------------------	---

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 November 1, 2024

to: Andrew B. Smith, Jr, Sr. HR Analyst  
ATTN: **2303hr13** Reassignment  
DPH-HR 375 Laguna Honda Blvd, Room B100, San Francisco, CA 94116  
E-mail: [Andrew.smithjr@sfdph.org](mailto:Andrew.smithjr@sfdph.org);  
FAX: (415) 759-3365  
PHONE: (415) 759-3070  
Three (3) Vacancies / Full Time / Pos No. 01113290; 01110665; 01109380