EMPLOYMENT OPPORTUNITY
REASSIGNMENT ONLY

CLASS: 2312 TITLE: Licensed Vocational Nurse

SALARY: $2,996 – $3,642/ Biweekly DEADLINE: March 25, 2022
POSTED: March 18, 2022

The Department of Public Health is accepting reassignment applications in:

POSITION(S): One (1) Full Time (40 hrs/week)

LOCATION: Department of Education & Training
Laguna Honda Hospital 375 Laguna Honda Blvd., SF, CA 94116

SHIFT: Variable shifts (AM-DAY-PM) with a majority of hours
Monday - Friday, 8:00am-4:30pm or 6:30pm-3:00am

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

***ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 2312 Licensed Vocational Nurse MAY APPLY. ***

SPECIAL CONDITION(S): Geriatrics & Rehabilitation Experience (12 months);
Certification as DSD (Director of Staff Development) issued by the State of California

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=2312

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to:
Asa Nojd, HR - Operations Division, Attn: 2312hr3 Reassignment, 375 Laguna Honda Blvd., 1st Floor, Room B100, San Francisco, CA 94116, email: asa.nojd@sfdph.org or fax: (415) 759-3365 by 3/25/2022. 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.
San Francisco Department of Public Health
Grant Colfax, MD
Director of Health

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 | 2312 / Licensed Vocational Nurse

☐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:
☐ Department of Education & Training - Laguna Honda Hospital375 Laguna Honda Blvd., SF, CA 94116

Class / Title: 2312 / Licensed Vocational Nurse

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 **3/25/2022** to:
Asa Nojd, Senior HR Analyst
ATTN: 2312hr3 Reassignment
DPH-HR 375 Laguna Honda Blvd., 1st Floor, Room B100, San Francisco, CA 94116
E-mail: asa.nojd@sfdph.org
FAX: (415) 759-3365
PHONE: (415) 759-4513
FINAL /1 vacancy (FT)
Pos No. 01125849

Updated February 21, 2019 – v.2