



# 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><u>2328</u></b>	<b>TITLE:</b>	<b><u>Nurse Practitioner</u></b>
<b>SALARY:</b>	<b>\$7,661 - \$11,053 / Biweekly</b>	<b>DEADLINE:</b>	<b>NOV 08, 2024</b>
		<b>POSTED:</b>	<b>OCT 25, 2024</b>

The Department of Public Health’s Administration/Executive is accepting reassignment applications in:

**POSITION(S):** One (1) Part Time (0.7 FTE – 28 hours/week)

**LOCATION:** **Ward 81S Cardiology Clinic** – 995 Potrero Avenue, Building 80, 1<sup>st</sup> Floor South, San Francisco, 94110

**SHIFT:** **Days In:** Monday through Friday  
*Clinic Hours: from 8:00am to 12:30pm; AND*  
*Charting/Admin Hours: additional hours in the afternoon (depending on operational needs)*

**Days Off:** Saturday, Sunday, and Federal Holidays

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

**\*\*\*ONLY CURRENT SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 2328 Nurse Practitioner MAY APPLY.\*\*\***

**SPECIAL CONDITION(S):** PHE009 – Adult and/or Family Practice Experience.

**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=2328&setId=COMMN>

**APPLICATION PROCEDURE:** Interested individuals must submit a completed Reassignment Application Form to: Vanessa Fong, HR - Operations Division, Attn: **2328hr36 Reassignment**, 2789 25<sup>th</sup> Street, 3<sup>rd</sup> Floor, Room 339, San Francisco, CA 94110, email: [vanessa.fong@sfdph.org](mailto:vanessa.fong@sfdph.org) or fax: (628) 206-5668 by **11/8/2024**. 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.  
FINAL /1 vacancy (PT 0.7 FTE) Pos No 01123207



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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 | **2328 / Nurse Practitioner**

**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     ZSFGH     Central Office Site (  Primary Clinics /  Jail Health Services /  PHP /  BHS)

Yes, I am interested in being reassigned to the position located at:

Cardiology Clinic

**Class / Title:** **2328 / Nurse Practitioner**

(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 **11/8/2024** to:

Vanessa Fong, Senior Human Resources Analyst

ATTN: **2328hr36 Reassignment**

DPH-HR 2789 25<sup>th</sup> Street, 3<sup>rd</sup> Floor, Room 339, San Francisco, CA 94110

E-mail: [vanessa.fong@sfdph.org](mailto:vanessa.fong@sfdph.org)

FAX: (628) 206-5668

PHONE: (628) 206-5528

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Pos No. 01123207