EMPLOYMENT OPPORTUNITY

REASSIGNMENT ONLY

CLASS: 2430
TITLE: Medical Evaluations Assistant

SALARY: $2,322 – $2,822/ Biweekly
DEADLINE: December 4, 2020
POSTED: November 25, 2020

The Department of Public Health is accepting reassignment applications in:

POSITION(S): One (1) Full Time

LOCATION: Chinatown Public Health Center - 1490 Mason Street

SHIFT: Monday - Friday 8AM - 5PM. May require some Saturdays and evenings until 7PM

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

**ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 2430 Medical Evaluations Assistant MAY APPLY. ***

SPECIAL CONDITION(S): Cantonese

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=2430

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Bibiana Pinzon, HR - Operations Division, Attn: 2430hr17 Reassignment, 101 Grove St., Room 210, San Francisco, CA 94102, email: DPH-CO-PositionControl@sfdph.org or fax: (415) 554-2855 by 12/4/2020. 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.
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:

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<th>Class No. / Title</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:

☐ Chinatown Public Health Center - 1490 Mason Street

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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 and a Resume before the COB deadline of **12/4/2020** to:

Bibiana Pinzon, HR Analyst

ATTN: 2430hr17 Reassignment

DPH-HR 101 Grove St., Room 210, San Francisco, CA 94102

E-mail: [DPH-CO-PositionControl@sfdph.org](mailto:DPH-CO-PositionControl@sfdph.org)

FAX: (415) 554-2855

PHONE: (415) 554-2936

FINAL /1 vacancy (FT)

Pos No. 01016280

*Updated February 21, 2019 – v.2*