EMPLOYMENT OPPORTUNITY

REASSIGNMENT ONLY

<table>
<thead>
<tr>
<th>CLASS:</th>
<th>2430</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Medical Evaluations Assistant</td>
</tr>
<tr>
<td>SALARY:</td>
<td>$2,322 – $2,822/ Biweekly</td>
</tr>
<tr>
<td>DEADLINE:</td>
<td>December 4, 2020</td>
</tr>
<tr>
<td>POSTED:</td>
<td>November 25, 2020</td>
</tr>
</tbody>
</table>

The Department of Public Health is accepting reassignment applications in:

<table>
<thead>
<tr>
<th>POSITION(S):</th>
<th>One (1) Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION:</td>
<td>Community Health Programs for Youth - 1000 Cayuga Avenue</td>
</tr>
<tr>
<td>SHIFT:</td>
<td>Monday - Friday 8AM-5PM. May require some Saturdays and evenings until 7 PM.</td>
</tr>
</tbody>
</table>

**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):** 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://www.jobapscloud.com/SF/specs/classspecdisplay.asp?ClassNumber=2430](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: 2430hr20 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](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](https://www.sfdph.org). 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 / vacancies (FT) Pos No. 01066373**
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: 2430 / Medical Evaluations 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:
☐ Community Health Programs for Youth - 1000 Cayuga Avenue

Class / Title: 2430 / Medical Evaluations Assistant

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 12/4/2020 to:
Bibiana Pinzon, HR Analyst
ATTN: 2430hr20 Reassignment
DPH-HR 101 Grove St., Room 210, San Francisco, CA 94102
E-mail: DPH-CO-PositionControl@sfdph.org
FAX: (415) 554-2855
PHONE: (415) 554-2936
FINAL /1 vacancy (FT)
Pos No. 01066373

Updated February 21, 2019 – v.2