



City and County of San Francisco  
 London N. Breed  
 Mayor

# San Francisco Department of Public Health

Grant Colfax, MD  
 Director of Health

## EMPLOYMENT OPPORTUNITY REASSIGNMENT ONLY

<b>CLASS:</b>	<b>2430</b>	<b>TITLE:</b>	<b>Medical Evaluations Assistant</b>
<b>SALARY:</b>	<b>\$2,478 - \$3,789 / 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):** Two (2) Part-Time (36 hrs./work week)  
**LOCATION:** Emergency Department, Zuckerberg San Francisco General Hospital, 1001 Potrero Ave, Bldg 25, 1<sup>st</sup> Floor, San Francisco, CA 94110  
**SHIFT:** Regularly Sunday-Saturday (ED is a 24/7 department)  
 Shift ranges 7:00am-7:00am, and are arranged in blocks of 8-hr and 12-hr shifts

**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://careers.sf.gov/classifications/?classCode=2430>

**APPLICATION PROCEDURE:** Interested individuals must submit a completed Reassignment Application Form to: Selby Tran, HR - Operations Division, Attn: 2430hr21 Reassignment, 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110, email: [ZSFG.ReassignmentFlyer@sfdph.org](mailto:ZSFG.ReassignmentFlyer@sfdph.org) and [selby.tran@sfdph.org](mailto:selby.tran@sfdph.org) or fax: (628) 206-5668 by **11/01/2023**. 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 / 2 vacancies (PT) Pos No 01129934, 01129936



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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	<b>2430 / Medical Evaluations Assistant</b>
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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:

Emergency Department, Zuckerberg San Francisco General Hospital, 1001 Potrero Ave, Bldg 25, 1<sup>st</sup> Floor, San Francisco, CA 94110

<b>Class / Title:</b>	<b>2430 / Medical Evaluations Assistant</b>
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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 **11/01/2024** to:

Selby Tran, HR Analyst

ATTN: 2430hr21 Reassignment

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

E-mail: [ZSFG.ReassignmentFlyer@sfdph.org](mailto:ZSFG.ReassignmentFlyer@sfdph.org) and [selby.tran@sfdph.org](mailto:selby.tran@sfdph.org)

FAX: (628) 206-5668

FINAL /2 vacancies (PT)

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