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: 2430hr26 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 SFPDH’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 / vacancies (FT) Pos No. 01128192
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:

☐ YES (If yes, continue below)  ☐ NO (If no, stop at this point - Reassignment does not apply to you.)

Class No. / Title  2430 / Medical Evaluations Assistant

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

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: 2430hr26 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. 01128192