EMPLOYMENT OPPORTUNITY
REASSIGNMENT ONLY

CLASS: 2548
TITLE: Occupational Therapist

SALARY: $3,831 – $5,394/ Biweekly
DEADLINE: March 25, 2022
POSTED: March 18, 2022

The Department of Public Health is accepting reassignment applications in:

POSITION(S): One (1) Full Time (40 hrs/week)
LOCATION: LHH - Rehabilitation Services - 375 Laguna Honda Blvd. San Francisco, CA 94116
SHIFT: Regularly Mondays through Fridays; shift ranges from 8:00 AM-4:30 PM, as long as completes 40 hour work week. Days off regularly Saturdays and Sundays or depending on the needs of the department. May need to cover weekends or holidays as needed.

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

***ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 2548 Occupational Therapist 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=2548

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to:
Sterling Sanders, HR - Operations Division, Attn: 2548hr5 Reassignment, 375 Laguna Honda Blvd., 1st Floor, Room B100, San Francisco, CA 94116, email: sterling.sanders@sfdph.org or fax: (415) 759-3365 by 3/25/2022. 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.

FINAL /1 vacancy (FT) Pos No 00218551

Updated February 21, 2019 – v.2
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  |  2548 / Occupational Therapist

☐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:
☐LHH - Rehabilitation Services - 375 Laguna Honda Blvd. San Francisco, CA 94116

Class / Title:  |  2548 / Occupational Therapist

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 3/25/2022 to:
Sterling Sanders, HR Analyst
ATTN: 2548hr5 Reassignment
DPH-HR 375 Laguna Honda Blvd., 1st Floor, Room B100, San Francisco, CA 94116
E-mail: sterling.sanders@sfdph.org
FAX: (415) 759-3365
PHONE: (415) 759-4620
FINAL /1 vacancy (FT)
Pos No. 00218551

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