EMPLOYMENT OPPORTUNITY
REASSIGNMENT ONLY

CLASS: 2591
TITLE: Health Program Coordinator II

SALARY: $3356-$4079/ Biweekly

DEADLINE: September 18, 2020
POSTED: September 14, 2020

The Department of Public Health, Population Health Division, is accepting reassignment applications in:

POSITION(S): One (1) Full Time (1 FTE)

LOCATION: Population Health Division
25 Van Ness, San Francisco, CA

SHIFT: Monday-Friday, 8am-5pm

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

**ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 2591/Health Program Coordinator II 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=2591

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Bibiana Pinzon, HR - Operations Division, Attn: 2591hr2 Reassignment, 101 Grove Street, 2nd Floor, Room 210, San Francisco, CA 94102, email: DPH-CO-PositionControl@sfdph.org or fax: 415-554-2855 by September 18, 2020. Applicants with disabilities requiring accommodation during the interview process may contact the person/department listed.

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 Pos No. 01132039
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:

<table>
<thead>
<tr>
<th>Class No. / Title</th>
<th>2591 / Health Program Coordinator II</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:

☐ Population Health Division

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 **September 18, 2020** to:

Bibiana Pinzon, HR Analyst

ATTN: **2591hr2** Reassignment

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

E-mail: DPH-CO-PositionControl@sfdph.org

FAX: 415-554-2855

PHONE: 415-554-2936

FINAL /1 Vacancy

Pos No. 01132039