EMPLOYMENT OPPORTUNITY
REASSIGNMENT ONLY

CLASS: 2593                  TITLE: Health Program Coordinator III

SALARY: $4,024 – $4,892/ 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: Mental Health SF - Office of Coordinated Care - 1360 Mission St. San Francisco, CA

SHIFT: Mondays – Fridays; shift ranges from 8:00am-5:00pm.

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

**ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 2593 Health Program Coordinator III 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=2593

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Steven Scoles, HR - Operations Division, Attn: 2593hr11 Reassignment, 101 Grove St., Room 210, San Francisco, CA 94102, email: DPH-CO-PositionControl@sfdph.org or fax: (415) 554-2855 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 01147300
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: 2593 / Health Program Coordinator I

☐ 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:

☐ Mental Health SF - Office of Coordinated Care - 1360 Mission St. San Francisco, CA

<table>
<thead>
<tr>
<th>Class / Title:</th>
<th>2593 / Health Program Coordinator III</th>
</tr>
</thead>
</table>

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:

Steven Scoles, Senior HR Analyst

ATTN: 2593hr11 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) 554-2676

FINAL /1 vacancy (FT)

Pos No. 01147300