



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>2736</b>	<b>TITLE:</b>	<b><u>Porter</u></b>
<b>SALARY:</b>	<b>\$2,419 - \$2,938 /Biweekly</b>	<b>DEADLINE:</b>	<b>September 29, 2023</b>
		<b>POSTED:</b>	<b>September 22, 2023</b>

The Department of Public Health, Human Resources, is accepting reassignment applications in:

**POSITION(S):** Three (3) Full Time **Porter**

**LOCATION:** Laguna Honda Hospital and Rehabilitation Center, 375 Laguna Honda Blvd., San Francisco, CA 94116

**SHIFT:**

1. Sat-Wed, 7am - 3:30pm (2 positions)
2. Tue-Sat, 11pm - 7:30am (1 position)

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

**\*\*ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 2736 Porter MAY APPLY. \*\*\***

**SPECIAL CONDITION(S):** None.

**ESSENTIAL DUTIES:** The duties of this position are typical of those found within the class specification, which can be found at: <https://careers.sf.gov/classifications/>

**APPLICATION PROCEDURE:** Interested individuals must submit a completed Reassignment Application Form to: Roger Law, LHH, HR - Operations Division, Attn: 2736 hr31 Reassignment, 375 Laguna Honda Blvd, 1st Floor, Room B100, San Francisco, CA 94116, email: [roger.law@sfdph.org](mailto:roger.law@sfdph.org) or fax: 415-759-3365 by **September 29, 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 / 3 vacant (FT) Pos No 00800057, 01115587, 00101530



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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 | **2736 Porter**

**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

Class / Title:	<b>2736 Porter</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 **September 29, 2023** to:

Roger Law, HR Analyst

ATTN: 2736 hr31 Reassignment

DPH-HR 375 Laguna Honda Blvd., 1<sup>st</sup> Floor, Room B100, San Francisco, CA 94116

FAX: 415-759-3365

PHONE: 415-759-3064

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