EMPLOYMENT OPPORTUNITY
REASSIGNMENT ONLY

CLASS: 2908
TITLE: Senior Hospital Eligibility Worker
SALARY: $3,052 – $3,710/ Biweekly
DEADLINE: March 25, 2022
POSTED: March 18, 2022

The Department of Public Health is accepting reassignment applications in:

POSITION(S): Two (2) Full Time (40 hrs/week)
LOCATION: LHH - Admitting - 375 Laguna Honda Blvd. San Francisco, CA 94116
SHIFT: Regularly Monday-Friday; shift ranges from 8:00am-5:00pm, as long as completes 40 hour work week. Days off regularly Saturday and Sunday or depending on the needs of the department.

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

***ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 2908 Senior Hospital Eligibility Worker 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=2908

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Cindy Lam, HR - Operations Division, Attn: 2908hr3 Reassignment, 375 Laguna Honda Blvd., 1st Floor, Room B100, San Francisco, CA 94110, email: cindy.w.lam@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 /2 vacancies (FT) Pos No 01010462; 01085300
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 | 2908 / Senior Hospital Eligibility Worker

☐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 - Admitting - 375 Laguna Honda Blvd. San Francisco, CA 94116

Class / Title: 2908 / Senior Hospital Eligibility Worker

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:

Cindy Lam, Senior HR Analyst
ATTN: 2908hr3 Reassignment
DPH-HR 375 Laguna Honda Blvd., 1st Floor, Room B100, San Francisco, CA 94110
E-mail: cindy.w.lam@sfdph.org
FAX: (415) 759-3365
PHONE: (415) 759-3009
FINAL /2 vacancies (FT)
Pos No. 01010462; 01085300