



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>2908</b>	<b>TITLE:</b>	<b>Sr. Hospital Eligibility Worker</b>
<b>SALARY:</b>	<b>\$3,292.00 - \$4,003.00</b> <b>/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):** One (1) Full Time

**LOCATION:** DPH-ZSFG **Inpatient, Elective Admitting, Financial Counseling, Application and Enrollment Unit**

**SHIFT:** Regular Fridays-Tuesdays; shift ranges from 8:00am-5:00pm, as long as completes 40 hour work week. Days off Regular Wednesdays and Thursdays 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 Hospital Eligibility Worker MAY APPLY. \*\*\***

**SPECIAL CONDITION(S):** N/A

**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.jobaps.com/SF/specs/classspecdisplay.asp?ClassNumber=2908>

**APPLICATION PROCEDURE:** Interested individuals must submit a completed Reassignment Application Form to: Sharon Bosley ZSFG, HR - Operations Division, Attn: 2908hr7 Reassignment, 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110, email: [Sharon.bosley@sfdph.org](mailto:Sharon.bosley@sfdph.org) or fax: 628-206-5668 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 / 1 vacancy (FT)01090865



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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 | **2908 Sr. 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:

**DPH-ZSFG Inpatient, Elective Admitting, Financial Counseling, Application and Enrollment Unit**

<b>Class / Title:</b>	<b>2908 Sr. Hospital Eligibility Worker</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 before the COB deadline of **September 29, 2023** to:

Sharon Bosley  
ATTN: **2908**hr7 Reassignment  
ZSFG, HR Operations, 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110  
FAX: 628-206-5668  
PHONE: 628-206-5528 FINAL /1 vacancy (FT)  
Pos No. **01090865**