EMPLOYMENT OPPORTUNITY
REASSIGNMENT ONLY

CLASS: 2909
TITLE: Hospital Eligibility Worker Supervisor

SALARY: $3,731 – $4,537/ 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: Primary Care - Centralized Call Center - 375 Laguna Honda Blvd., San Francisco, CA 94116

SHIFT: Saturday 7:00am - 3:30pm; Tuesday-Thursday 12:45pm-9:15pm; Requires to work on holidays. Will need to cover weekends and varying shifts in a 7 Day Call Center Operation

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

**ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 2909 Hospital Eligibility Worker Supervisor MAY APPLY. ***

SPECIAL CONDITION(S): Cantonese

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=2909

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Anna D. Duong, HR - Operations Division, Attn: 2909hr2 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 SFPDH’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 01016438
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  |  2909 / Hospital Eligibility Worker Supervisor

- [ ] 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:

- [ ] Primary Care - Centralized Call Center - 375 Laguna Honda Blvd., San Francisco, CA 94116

  **Class / Title:**  2909 / Hospital Eligibility Worker Supervisor

  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:
Anna D. Duong, HR Analyst
ATTN: 2909hr2 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) 554-2587
FINAL /1 vacancy (FT)
Pos No. 01016438