



**San Francisco**  
**Department of Public Health**  
City and County of San Francisco  
Mayor Daniel L. Lurie

**EMPLOYMENT OPPORTUNITY**  
**REASSIGNMENT ONLY**

<b>CLASS:</b>	<b>1822</b>	<b>TITLE:</b>	<b>Administrative Analyst</b>
<b>SALARY:</b>	<b>\$3,940 – \$4,791/Biweekly</b>	<b>DEADLINE:</b>	<b>4/4/2025</b>
		<b>POSTED:</b>	<b>3/28/2025</b>

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The Department of Public Health, FINANCE, CONTRACTS MANAGEMENT, is accepting reassignment applications in:

**POSITION(S):** One (1) Full Time (40 hrs./week)  
**LOCATION:** 101 Grove St., 4th Fl. Rm. 404-1, San Francisco  
**SHIFT:** M - F, 8:00 am - 5:00 pm  
**APPOINTMENT TYPE:** Current Permanent Civil Service (PCS). Reassignment.

**\*\*\*ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE CLASS 1822 Administrative Analyst 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://careers.sf.gov/classifications/?classCode=1822>

**APPLICATION PROCEDURE:** Interested individuals must submit a completed Reassignment Application Form to Molly Ibarra, HR Analyst, Attn: 1822hr1 Reassignment, 101 Grove St., Rm. 210, San Francisco, email: [DPH-CO-PositionControl@sfdph.org](mailto:DPH-CO-PositionControl@sfdph.org) and [maria.ibarra@sfdph.org](mailto:maria.ibarra@sfdph.org) or fax: (415) 554-2855 by **4/4/2025**. 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) Pos No 01090078



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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 | **1822 Administrative Analyst** \_\_\_\_\_

**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:

101 Grove St., 4th Fl. Rm. 404-1, San Francisco

as indicated on the \_\_\_\_\_ **Class / Title:** \_\_\_\_\_ **1822 Administrative Analyst** \_\_\_\_\_ 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 **4/4/2025** to:

Molly Ibarra, HR Analyst  
ATTN: 1822hr1 Reassignments  
DPH-HR 101 Grove St., Rm. 210, San Francisco  
E-mail: [DPH-CO-PositionControl@sfdph.org](mailto:DPH-CO-PositionControl@sfdph.org), and [maria.ibarra@sfdph.org](mailto:maria.ibarra@sfdph.org)  
FAX: (415) 554-2855  
PHONE: (628) 271-7332  
FINAL /1 vacancy (FT)  
Pos No. 01090078