



City and County of San Francisco
Daniel L. Lurie
Mayor

San Francisco Department of Public Health

Daniel Tsai
Director of Health

EMPLOYMENT OPPORTUNITY REASSIGNMENT ONLY

CLASS:	<u>2322</u>	TITLE:	<u>Nurse Manager</u>
SALARY:	\$7,363 - \$10,717 / Biweekly	DEADLINE:	April 18, 2025
		POSTED:	April 11, 2025

The Department of Public Health's Administration/Executive is accepting reassignment applications in:

POSITION(S): One (1) Full Time (1.0 FTE – 40 hours/week)
LOCATION: ZSFG OHS – 1001 Potrero Avenue, Building 40, Room 4120, San Francisco, 94110
SHIFT: Monday - Friday 8:00am - 5:00pm Days Off: Saturday, Sunday

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

*****ONLY CURRENT SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE
CLASS 2322 Nurse Manager MAY APPLY. *****

SPECIAL CONDITION(S): PHE122: Outpatient Services Experience

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=2322&setId=COMMN>

APPLICATION PROCEDURE: Interested individuals must submit a completed Reassignment Application Form to: Vanessa Fong, HR - Operations Division, Attn: 2322hr6 Reassignment, 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110, email: vanessa.fong@sfdph.org or fax: (628) 206-5668 by **4/18/2025**. 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 /1 vacancy (FT 1.0 FTE) Pos No 01134943



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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

2322 / Nurse Manager

☐ **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 ☐ ZSFGH ☐ Central Office Site (☐ Primary Clinics / ☐ Jail Health Services / ☐ PHP / ☐ BHS)

Yes, I am interested in being reassigned to the position located at:

☐ ZSFGH OHS

Class / Title:

2322 / Nurse Manager

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 **4/18/2025** to:

Vanessa Fong, Senior Human Resources Analyst

ATTN: 2322hr6 Reassignment

DPH-HR 2789 25th Street, 3rd Floor, Room 339, San Francisco, CA 94110

E-mail: vanessa.fong@sfdph.org

FAX: (628) 206-5668

PHONE: (628) 206-5528

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Pos No. 01134943