



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

<b>CLASS:</b>	<b><u>2322</u></b>	<b>TITLE:</b>	<b><u>Nurse Manager</u></b>
<b>SALARY:</b>	<b>\$7,363 - \$10,717 / Biweekly</b>	<b>DEADLINE:</b>	<b>April 25, 2025</b>
		<b>POSTED:</b>	<b>April 18, 2025</b>

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 SNF – 1001 Potrero Avenue, Building 5, Unit 4A, San Francisco, 94110

**SHIFT:** **Standard Schedule** - Monday through Friday, consisting of an 8-hour daily shift  
(Daily shift is generally scheduled between 7:00am - 7:30pm)  
**Days Off** - Saturday, Sunday  
*Above shift may vary and weekend/holiday coverage may be required based on operational needs.*

**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):** PHE099 – Long Term Care

**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: 2322hr7 Reassignment, 2789 25<sup>th</sup> Street, 3<sup>rd</sup> Floor, Room 339, San Francisco, CA 94110, email: [vanessa.fong@sfdph.org](mailto:vanessa.fong@sfdph.org) or fax: (628) 206-5668 by **4/25/2025**. 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 1.0 FTE) Pos No 01116074



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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 SNF

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 **4/25/2025** to:

Vanessa Fong, Senior Human Resources Analyst

ATTN: **2322hr7 Reassignment**

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

E-mail: [vanessa.fong@sfdph.org](mailto:vanessa.fong@sfdph.org)

FAX: (628) 206-5668

PHONE: (628) 206-5528

FINAL /1 vacancy (FT 1.0 FTE)

Pos No. 01116074