



**San Francisco  
Department of Public Health**

City and County of San Francisco  
Mayor Daniel L. Lurie

**EMPLOYMENT OPPORTUNITY  
REASSIGNMENT ONLY**

|                |                                     |                  |  |
|----------------|-------------------------------------|------------------|--|
| <b>CLASS:</b>  | <b><u>2593</u></b>                  | <b>TITLE:</b>    | <b><u>Health Program Coordinator 3</u></b> |
| <b>SALARY:</b> | <b>\$4,574 – \$5,560 / Biweekly</b> | <b>DEADLINE:</b> | <b>April 18, 2025</b>                      |
|                |                                     | <b>POSTED:</b>   | <b>April 11, 2025</b>                      |

The Department of Public Health's **Emergency Preparedness and Response** is accepting reassignment applications in:

**POSITION(S):** One (1) Full Time (40 hrs/week)

**LOCATION:** 333 Valencia St, Suite 333, San Francisco, CA 94103

**SHIFT:** Monday - Friday 8:00am. - 5:00pm. Days Off: Saturday, Sunday

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

**\*\*\*ONLY CURRENT SF DEPARTMENT OF PUBLIC HEALTH EMPLOYEES IN PERMANENT CIVIL SERVICE**

**CLASS 2593 Health Program Coordinator 3 APPLY. \*\*\***

**SPECIAL CONDITION(S):** **Emergency Planning and Management Experience – 6 months**

**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=2593>

**APPLICATION PROCEDURE:** Interested individuals must submit a completed Reassignment Application Form to: Kally Cao, HR - Operations Division, Attn: 2593hr2 Reassignment, 101 Grove St., Room 210, San Francisco, CA 94102, email: [kally.cao@sfdph.org](mailto:kally.cao@sfdph.org) or fax: (415)-554-2855 by **04/18/2025**. 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 01152055



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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

**2593 / Health Program Coordinator 3**

☐ **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:

☐ **333 Valencia St, Suite 333, San Francisco, CA 94103**

Class / Title:

**2593 / Health Program Coordinator 3**

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 **04/18/2025** to:

Kally Cao, HR Analyst

ATTN: **2593hr2** Reassignment

DPH-HR 101 Grove St., Room 210, San Francisco, CA 94102

E-mail: [kally.cao@sfdph.org](mailto:kally.cao@sfdph.org)

FAX: (415) 554-2855

PHONE: (628) 271-7049

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