

9924 Public Service Aide

Community Health Equity and Promotion

Recruitment #TEX-9924-080769

Department Public Health

Analyst Morgan Wilson

Date Opened 10/13/2017 8:00:00 AM

Filing Deadline 10/27/2017 5:00:00 PM

Salary \$20.08 - \$20.08/hour

Job Type Temporary Exempt

Employment Type Full-Time

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INTRODUCTION



9924 Public Service Aide
DEPARTMENT OF PUBLIC HEALTH

APPOINTMENT TYPE:

Temporary Exempt: This position is excluded by the Charter from the competitive Civil Service examination process and shall serve at the discretion of the appointing officer. The duration of the position shall not exceed two (2) years.

GENERAL JOB DESCRIPTION:

The Department of Public Health's *Community Health Equity & Promotion Branch* is accepting applications for **one (1) full-time position** in class 9924 Public Health Aide. This position will work on activities related to tobacco control, healthy eating and active living (HEAL), which promote healthy eating and healthy behaviors.

SHIFT: Monday - Friday, 8:00 AM - 5:00 PM

ESSENTIAL DUTIES:

Under direct supervision, the Public Service Aide will implement education, community engagement, outreach, technical assistance to partners, and coalition support on various HEAL and Tobacco control-related initiative in collaboration with the CHEP HEAL program, San Francisco Tobacco-Free Project, and others. The Public Service Aide will perform the following essential duties:

- Coordinate team members and implement community engagement, outreach and education activities for programs focused on healthy communities, including but not limited to tobacco free, healthy eating and active living, and decreasing unhealthy influences;
- Assist with the development and implementation of requests for proposals, selection processes and technical assistance provision to selected agencies and consultants;
- Assist with development of and coordinate with colleagues and partners to develop and distribute health promotion, and other materials;
- Coordinate, implement and evaluate presentations and educational interventions to community groups, professionals, colleagues and other stakeholders on a variety of topics;
- Attend community health related meetings and present on related efforts as appropriate;
- Assist in the implementation of evaluation processes with partners and staff and compile responses;
- The Public Service Trainee also performs other related duties as assigned/required.

MINIMUM QUALIFICATIONS

Education:

- 1a. Possession of a Bachelor's Degree from an accredited college or university **OR**
- 1b. Currently enrolled in a baccalaureate program in public health, transportation, geography, geographic information systems, environmental studies, public administration or public policy related fields.

DESIRED QUALIFICATIONS:

- Ability to work with diverse community members, youth, store owners and other stakeholders
- Ability to organize information and maintain accurate, timely and complete records
- Flexibility and ability to work well independently or as part of a team
- Demonstrates world class care in alignment with ZSFG's caring framework, ICARE (I-Introduce, C-Connect, A-Ask, R-Respond, E-Exit)

The stated desirable qualifications may be used to identify job finalists.

Verification of Experience: <http://sfdhr.org/getting-job#verification>

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process.

Verification of Education: <http://sfdhr.org/how-verify-education-requirements>

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

HOW TO APPLY

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

For questions regarding the vacancies, please contact the hiring manager, Michaela Varisto, by email: Michaela.Varisto@sfdph.org.

If you have any questions regarding the recruitment or application process, please contact the exam analyst, Morgan Wilson, at (415) 554-2914 or email: Morgan.Wilson@sfdph.org.

SELECTION PROCEDURES

Supplemental Questionnaire (Weight: Qualifying):

Candidates will be prompted to complete a Supplemental Questionnaire as part of the online employment application. The Supplemental Questionnaire is a self-report checklist that is designed to evaluate if candidates meet the minimum qualifications for this position.

Applicants meeting the minimum requirements are not guaranteed advancement in the selection process.

CONVICTION HISTORY

As a *finalist* for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a *finalist*. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates applying for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates applying for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

Licensure/Certification/Registration: Valid licensure/certification/registration as a requirement to perform the job must be kept current throughout the length of employment. Failure to demonstrate/show proof of possession of required valid licensure/certification/registration may result in dismissal and/or termination of employment. *(Add licensing agency link to website if applicable.)*

Note on Electronic Health Record (EHR): 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.

Note on Personal Protective Equipment (PPE): Some positions in the Department of Public Health will require the use of personal protective equipment (PPE), including but not limited to gloves, gowns, eye and face protection, and face-fitting respirators. The requirement for the use of PPE may come on short or no notice. Facial hair or any condition that interferes with a face-fitting respirator's seal (i.e. comes between the sealing surfaces of the respirator and the wearer's bare skin) is not permitted when face-fitting respirators are worn, including during initial or periodic respirator fit-testing.

Employees who choose not to shave and do not have either American Disabilities Act (ADA) or Equal Employment Opportunity (EEO) Accommodations do not have the right to alternate work assignments or the option of using a loose-fitting Powered Air Purifying Respirator (PAPR) in place of a FaceFitting Respirator.

Medical Examination/Drug Testing:

Prior to appointment, at the Department's expense, applicants may be required to take a tuberculosis (TB) screening test, a medical examination and/or drug test.

General Information concerning City and County of San Francisco Employment Policies and Procedures can be found at: <http://www.sfdhr.org/index.aspx?page=20>

Copies of Application Documents: <http://sfdhr.org/getting-job#copies>

Right to Work: <http://sfdhr.org/getting-job#identification>

Information on requesting a reasonable ADA Accommodation:
<http://www.sfdhr.org/index.aspx?page=20#applicantswithdisabilities>

Issued: October 13, 2017

Micki Callahan

Human Resources Director

Department of Human Resources

Recruitment No.: TEX-9924-080769

Department of Public Health

DPH / MW / (415) 554-2914

DHR Pos. No.: 01130619

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

[For more information about benefits, please click here.](#)

Click on the link below to apply:

[Fill out the Supplemental Questionnaire and Application NOW using the Internet.](#)

Apply Online