



RN REASSIGNMENT Process

Step 1

Go to website for Vacancies by Location, Description of Specialty Areas, Contact Information and the Reassignment Form.

Step 2

Download, Complete and Submit the Reassignment Form selecting your Reassignment Interest Specialty Areas. (Application will be on file for one year from submission)

Step 3

HR Operations will review, reconcile and match the applicant's selected Interested Specialty Area with the current vacancies identifying viable Reassignment opportunities.

Step 4

HR Operations will determine the eligibility of the Reassignment Applicants to make sure they are eligible to reassign. (PCS Appointment, Passed Probation and actively working as an RN)

Step 5

HR Operations will provide access to the Applicant's Reassignment Application to the hiring Manager, who will vet the applicant, ensuring they meet the minimum and/or desired qualifications for the vacancies.

Step 6

Hiring Manager will interview Reassignment Applicants, who meet the MQs. Current or pending disciplinary or documented performance issues within the prior three (3) years may be factored into the selection. Applicants will be selected for the reassignment based on top scores prior to P103s currently working in the specialty unit then considering current eligible list of employees who have submitted a Notice of Interest.

Step 7

Hiring Manager will select a hire based on that order.

For Information on Reassignment Process or Vacancies call:

Central Admin HR Office: (415) 554-2587

LHH HR Office: (415) 759-3388

ZSFG HR Office: (415) 206-5528