

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (November 2021)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status (Vacancy rate over 10%)
 - Graphs: YTD vacancy rate, new hires and separation
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- 1) Total hospital vacancies increased to 8.80% as of November 2021, which is up from 8.49% in October 2021. We've hired a total of twenty-six (26) employees between November 1, 2021 and November 30, 2021 in various classifications including RNs and had seven (7) separations during the same period of which one was a retirement. One of the challenges affecting the increase in vacancy rate includes the migration of data from JOB APS to the new CCSF Applicant Tracking System called Smart Recruiters which is slowing down job postings, referrals or providing candidate pools to managers.
- 2) Human Resources is working with leadership on how to support critical areas with staffing issues due to COVID vax mandate or leaves
- 3) RN vacancy rate is at 4% this past month.
To mitigate challenges in hiring nurses:
 - Eleven (11) P103 were hired last month to fill gaps in vacancies
 - Continuing to direct hire using the Mayor Declaration of emergency for RN permanent positions, which speeds up selection process
- 4) HR conducts weekly/monthly vacancy meetings with the hospital executive team, or Program Managers, to review hiring plan.
- 5) HR is tasked with hiring 267 employees for Mental Health San Francisco (MHSF) and for Behavioral Health Services (BHS) in the next couple months including over 100 Health Workers starting as early as January 22, 2022. Although most of these new hires will not be on campus, some will be assigned to ZSFG. We will be using our expedited onboarding events over the next couple months to achieve the hiring needs.
- 6) **RN hiring status update:**
 - Emergency Care Unit-
 - Ten (10) Total Vacancies (6.69% of RNs in this specialty)
 - Ten (10) Experienced vacancies to fill, manager selections in progress
 - Critical Care Unit –
 - Zero (0) total vacancies (0% of RNs in this specialty)
 - Med-Surgical Unit-
 - One (1) Experienced vacancies (1.11% of RNs within this specialty); manager selections in progress, 3 selections starting January 24, 2022
 - OR Unit-
 - Two (2) Experienced vacancies (8.72% of RNs within this specialty), manager selections in progress
 - Two (2) Training vacancies to fill, manager selections in progress
- 7) **RN Training Update:**
 - Training for ICU begins January 24, 2022 with 6 nurses
 - Training for ED started December 13, 2021 with 6 nurses
 - Next training classes for ED and ICU are targeted in March and April

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8) Highlights of ZSFG non-RN hiring:

- One (1) 0923 Director of Equity and Workforce Development, targeted to start January 22
- One (1) 2556 Physical Therapist
- Three (3) 2604 Food Service Worker and one (1) 2618 Food Service Supervisor
- Nine (9) 2908 Sr. Hospital Eligibility Workers

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1052	IS Business Analyst	1.00	0.00	1.00	100%
1630	Account Clerk	1.00	0.00	1.00	100%
2540	Audiologist	1.00	0.00	1.00	100%
2585	Health Worker I	3.00	0.00	3.00	100%
2620	Food Service Mgr Administrator	1.00	0.00	1.00	100%
5177	Safety Officer	1.00	0.00	1.00	100%
6139	Sr Industrial Hygienist	1.00	0.00	1.00	100%
7205	Chief Stationary Engineer	2.00	0.00	2.00	100%
1824	Principal Administrative Analyst	3.00	1.00	2.00	67%
2305	Psychiatric Technician	53.80	25.80	28.00	52%
932	Manager IV	2.00	1.00	1.00	50%
1404	Clerk	4.00	2.00	2.00	50%
1823	Senior Administrative Analyst	2.00	1.00	1.00	50%
2114	Medical Records Tech-Supv	2.00	1.00	1.00	50%
2436	Electroencephalograph Tech I	2.00	1.00	1.00	50%
2520	Morgue Attendant	1.00	0.50	0.50	50%
2558	Senior Physical Therapist	2.00	1.00	1.00	50%
2822	Health Educator	4.00	2.00	2.00	50%
5506	Project Manager III	2.00	1.00	1.00	50%
2453	Supervising Pharmacist	7.00	4.00	3.00	43%
2105	Patient Services Finance Tech	12.00	7.00	5.00	42%
7334	Stationary Engineer	26.00	17.00	9.00	35%
2587	Health Worker III	27.00	18.00	9.00	33%
2591	Health Program Coordinator II	3.00	2.00	1.00	33%
2740	Porter Supervisor I	9.00	6.00	3.00	33%
2770	Senior Laundry Worker	3.00	2.00	1.00	33%
2593	Health Program Coordinator III	13.00	9.00	4.00	31%
2654	Cook	10.00	7.01	2.99	30%
2314	Public Health Team Leader	23.80	16.80	7.00	29%
2930	Behavioral Health Clinician	14.50	10.60	3.90	27%
2586	Health Worker II	69.00	51.00	18.00	26%
941	Manager VI	4.00	3.00	1.00	25%
1635	Health Care Billing Clerk I	4.00	3.00	1.00	25%
2785	Assistant General Services Mgr	4.00	3.00	1.00	25%
4320	Cashier I	4.00	3.00	1.00	25%
1406	Senior Clerk	35.80	27.55	8.25	23%
2119	Health Care Analyst	18.00	14.00	4.00	22%
922	Manager I	5.00	4.00	1.00	20%
1093	IT Operations Support Admin III	5.00	4.00	1.00	20%
1654	Accountant III	5.00	4.00	1.00	20%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
931	Manager III	11.00	9.00	2.00	18%
2323	Clinical Nurse Specialist	11.00	9.00	2.00	18%
2473	Diagnostic Medical Sonographer I, II, III	11.00	9.00	2.00	18%
2322	Nurse Manager	40.01	33.00	7.01	18%
1636	Health Care Billing Clerk II	23.00	19.00	4.00	17%
2908	Hospital Eligibility Worker	77.00	64.00	13.00	17%
1652	Senior Accountant	6.00	5.00	1.00	17%
1663	Patient Accounts Supervisor	6.00	5.00	1.00	17%
2622	Dietetic Technician	5.00	4.20	0.80	16%
2310	Surgical Procedures Technician	21.00	17.90	3.10	15%
2406	Pharmacy Helper	7.00	6.00	1.00	14%
2450	Pharmacist	28.50	24.50	4.00	14%
2302	Nursing Assistant	8.00	7.00	1.00	13%
2846	Nutritionist	5.00	4.50	0.50	10%
1429	Nurses Staffing Assistant	12.00	10.80	1.20	10%
2903	Eligibility Worker	116.40	105.60	10.80	9%
2548	Occupational Therapist	17.59	15.99	1.60	9%
2424	X-Ray Laboratory Aide	34.50	31.50	3.00	9%
2909	Hospital Eligibility Worker Supv	12.00	11.00	1.00	8%
2618	Food Service Supervisor	6.50	6.00	0.50	8%
2556	Physical Therapist	24.40	22.60	1.80	7%
2330	Anesthetist	13.40	12.50	0.90	7%
1932	Assistant Storekeeper	17.00	16.00	1.00	6%
2328	<i>Nurse Practitioner</i>	93.11	87.76	5.35	6%
2604	Food Service Worker	52.10	49.50	2.60	5%
2430	Medical Evaluations Assistant	174.46	166.38	8.08	5%
2312	Licensed Vocational Nurse	43.95	42.20	1.75	4%
2320	Registered Nurse	981.06	945.56	35.50	4%
2736	Porter	187.00	180.56	6.44	3%
2303	Patient Care Assistant	181.80	175.71	6.09	3%
2454	Clinical Pharmacist	35.50	34.50	1.00	3%
2920	Medical Social Worker	39.70	38.60	1.10	3%
2409	Pharmacy Technician	55.50	53.98	1.53	3%
2471	Radiologic Technologist I, II, III	73.90	72.35	1.55	2%
2325	Nurse Midwife	3.44	3.41	0.03	1%
1708	Senior Telephone Operator	11.00	10.98	0.03	0%
2542	Speech Pathologist	6.20	6.19	0.01	0%
923	Manager II	6.00	6.00	0.00	0%
942	Manager VII	4.00	4.00	0.00	0%
943	Manager VIII	1.00	1.00	0.00	0%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1165	Manager, DPH	1.00	1.00	0.00	0%
1166	Administrator, DPH	1.00	1.00	0.00	0%
1408	Principal Clerk	2.00	2.00	0.00	0%
1410	Chief Clerk	3.00	3.00	0.00	0%
1428	Unit Clerk	48.30	48.30	0.00	0%
1632	Senior Account Clerk	6.00	6.00	0.00	0%
1634	Principal Account Clerk	1.00	1.00	0.00	0%
1637	Patient Accounts Clerk	24.00	24.00	0.00	0%
1657	Senior Systems Accountant	4.00	4.00	0.00	0%
1662	Patient Accounts Asst Supv	1.00	1.00	0.00	0%
1664	Patient Accounts Manager	1.00	1.00	0.00	0%
1710	Chief Telephone Operator	1.00	1.00	0.00	0%
1822	Administrative Analyst	1.00	1.00	0.00	0%
1825	Principal Administrative Anlyst II	2.00	2.00	0.00	0%
1922	Senior Inventory Clerk	1.00	1.00	0.00	0%
1934	Storekeeper	3.00	3.00	0.00	0%
1936	Senior Storekeeper	1.00	1.00	0.00	0%
1938	Stores & Equipment Asst Supv	1.00	1.00	0.00	0%
1942	Assistant Materials Coordinator	3.00	3.00	0.00	0%
1944	Materials Coordinator	1.00	1.00	0.00	0%
1950	Assistant Purchaser	2.00	2.00	0.00	0%
2106	Medical Staff Svcs-Specialist	3.00	3.00	0.00	0%
2107	Medical Staff Svcs-Analyst	2.00	2.00	0.00	0%
2110	Medical Records Clerk	3.00	3.00	0.00	0%
2112	Medical Records Technician	4.00	4.00	0.00	0%
2202	Dental Aide	2.00	2.00	0.00	0%
2324	Nursing Supervisor	11.00	11.00	0.00	0%
2326	Nursing Supervisor - Psych	1.00	1.00	0.00	0%
2390	CPD Technician	24.80	24.80	0.00	0%
2392	Sr CPD Technician	2.00	2.00	0.00	0%
2408	Senior Pharmacy Helper	1.00	1.00	0.00	0%
2472	Radiologic Technologist Lead	6.80	6.80	0.00	0%
2474	Diagnostic Medical Sonographer Lead	1.00	1.00	0.00	0%
2496	Radiologic Technologist Supv	6.00	6.00	0.00	0%
2514	Orthopedic Technician I	1.00	1.00	0.00	0%
2515	Orthopedic Technician II	1.00	1.00	0.00	0%
2522	Senior Morgue Attendant	1.00	1.00	0.00	0%
2550	Sr Occupational Therapist	2.00	2.00	0.00	0%
2551	MH Treatment Specialist	2.00	2.00	0.00	0%
2554	Therapy Aide	3.98	3.98	0.00	0%

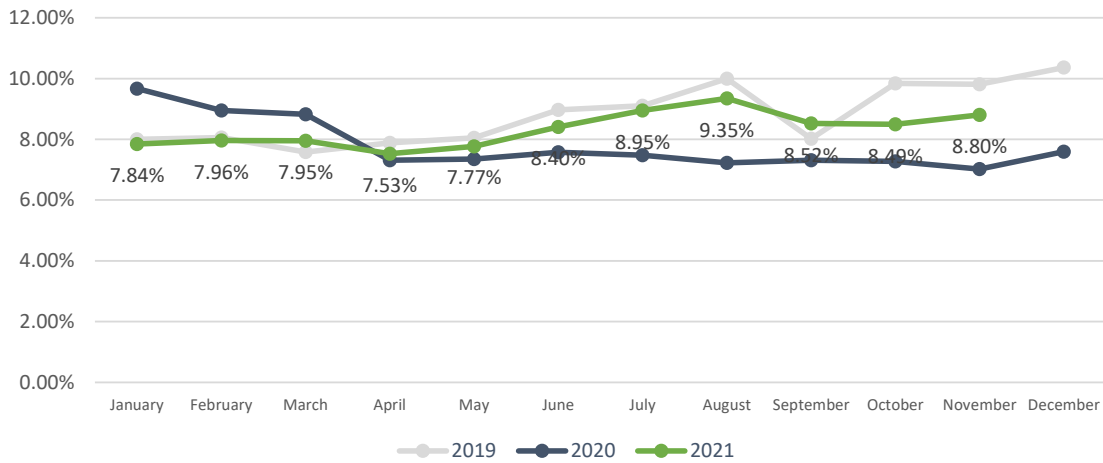
Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2555	Physical Therapist Assistant	2.00	2.00	0.00	0%
2589	Health Program Coordinator I	2.00	2.00	0.00	0%
2606	Senior Food Service Worker	8.00	8.00	0.00	0%
2619	Senior Food Service Supervisor	1.00	1.00	0.00	0%
2624	Dietitian	8.00	8.00	0.00	0%
2626	Chief Dietitian	1.00	1.00	0.00	0%
2656	Chef	1.00	1.00	0.00	0%
2738	Porter Assistant Supervisor	1.00	1.00	0.00	0%
2924	Medical Social Work Supv	2.00	2.00	0.00	0%
3417	Gardener	2.50	2.50	0.00	0%
3422	Park Section Supervisor	1.00	1.00	0.00	0%
3530	Chaplain	1.00	1.00	0.00	0%
4322	Cashier 3	1.00	1.00	0.00	0%
6130	Safety Analyst	1.00	1.00	0.00	0%
7120	Buildings/Grounds Maint Supe	1.00	1.00	0.00	0%
7203	Buildings/Grounds Maint Supv	2.00	2.00	0.00	0%
7236	Locksmith Supervisor 1	1.00	1.00	0.00	0%
7242	Painter Supervisor I	1.00	1.00	0.00	0%
7262	Maintenance Planner	1.00	1.00	0.00	0%
7335	Sr Stationary Engineer	6.00	6.00	0.00	0%
7342	Locksmith	2.00	2.00	0.00	0%
7344	Carpenter	2.00	2.00	0.00	0%
7345	Electrician	1.00	1.00	0.00	0%
7346	Painter	4.00	4.00	0.00	0%
7347	Plumber	2.00	2.00	0.00	0%
7348	Steamfitter	1.00	1.00	0.00	0%
7524	Institution Utility Worker	4.00	4.00	0.00	0%
	Grand Total	3101.30	2828.40	272.90	8.80%

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
1052	IS Business Analyst	100%	0.00	1.00	Pending Announcement/Exam Administration
1630	Account Clerk	100%	0.00	1.00	Pending Requisition Request by Hiring Manager
2540	Audiologist	100%	0.00	1.00	Pending Announcement/Exam Administration
2585	Health Worker I	100%	0.00	3.00	Pending Requisition Request by Hiring Manager/Pending Selection
2620	Food Service Mgr Administrator	100%	0.00	1.00	Pending Requisition Request by Hiring Manager/Pending Selection
5177	Safety Officer	100%	0.00	1.00	Pending Announcement/Exam Administration
6139	Sr Industrial Hygienist	100%	0.00	1.00	Pending Announcement/Exam Administration
7205	Chief Stationary Engineer	100%	0.00	2.00	Pending Requisition Approval
1824	Principal Administrative Analyst	67%	1.00	2.00	Pending Announcement/Exam Administration
2305	Psychiatric Technician	52%	25.80	28.00	Pending Announcement/Exam Administration
2558	Senior Physical Therapist	50%	1.00	1.00	Pending Requisition approval
5506	Project Manager III	50%	1.00	1.00	Pending Requisition approval
0932	Manager IV	50%	1.00	1.00	Pending Announcement/Exam Administration
1404	Clerk	50%	2.00	2.00	Interview in Progress
1823	Senior Administrative Analyst	50%	1.00	1.00	Pending Requisition Request by Hiring Manager
2114	Medical Records Tech-Supv	50%	1.00	1.00	Pending Requisition Request by Hiring Manager
2436	Electroencephalograph Tech I	50%	1.00	1.00	Pending Announcement/Exam Administration
2520	Morgue Attendant	50%	0.50	0.50	Pending Requisition Request by Hiring Manager
2822	Health Educator	50%	2.00	2.00	Pending Requisition Approval
2453	Supervising Pharmacist	43%	4.00	3.00	Interviews in progress
2105	Patient Services Finance Tech	42%	7.00	5.00	Pending Requisition Approval
7334	Stationary Engineer	35%	17.00	9.00	Pending Announcement/Exam Administration
2587	Health Worker III	33%	18.00	9.00	Interview in Progress
2591	Health Program Coordinator II	33%	2.00	1.00	Pending Requisition Request by Hiring Manager

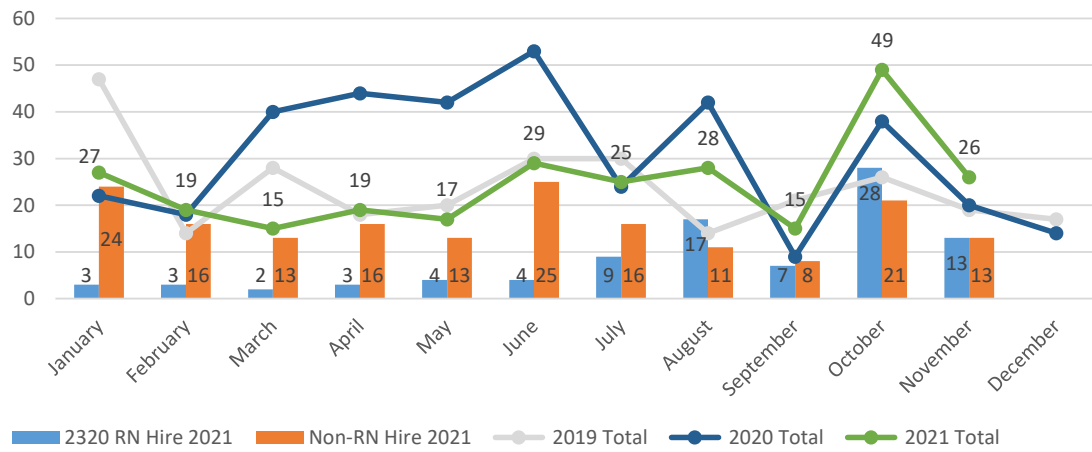
Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
2740	Porter Supervisor I	33%	6.00	3.00	Pending Announcement/Exam Administration
2770	Senior Laundry Worker	33%	2.00	1.00	Pending Requisition approval
2593	Health Program Coordinator III	31%	9.00	4.00	Pending Announcement/Exam Administration
2654	Cook	30%	7.01	2.99	Pending requisition approval
2314	Public Health Team Leader	29%	16.80	7.00	Pending Selection
2930	Behavioral Health Clinician	27%	10.60	3.90	Interview in Progress
2586	Health Worker II	26%	51.00	18.00	Interviews in progress
0941	Manager VI	25%	3.00	1.00	Pending Requisition Request by Hiring Manager
1635	Health Care Billing Clerk I	25%	3.00	1.00	Pending Requisition Approval
2785	Assistant General Services Mgr	25%	3.00	1.00	Pending Announcement/Exam Administration
4320	Cashier I	25%	3.00	1.00	Pending Requisition Request by Hiring Manager
1406	Senior Clerk	23%	27.55	8.25	Interviews in progress
2119	Health Care Analyst	22%	14.00	4.00	Pending Announcement/Exam Administration
1093	IT Operations Support Admin III	20%	4.00	1.00	Pending Requisition Request by Hiring Manager
0922	Manager I	20%	4.00	1.00	Pending Announcement/Exam Administration
1654	Accountant III	20%	4.00	1.00	Pending Requisition Approval
0931	Manager III	18%	9.00	2.00	Pending Requisition approval
2323	Clinical Nurse Specialist	18%	9.00	2.00	Pending Requisition Approval
2473	Diagnostic Medical Sonographer I, II, III	18%	9.00	2.00	Pending Selection
2322	Nurse Manager	18%	33.00	7.01	Pending Requisition Request by Hiring Manager/Pending Announcement/Exam Administration
1636	Health Care Billing Clerk II	17%	19.00	4.00	Pending Requisition Approval
2908	Hospital Eligibility Worker	17%	64.00	13.00	Pending Selection
1652	Senior Accountant	17%	5.00	1.00	Pending Requisition approval
1663	Patient Accounts Supervisor	17%	5.00	1.00	Pending Requisition Approval
2622	Dietetic Technician	16%	4.20	0.80	Pending Announcement/Exam Administration
2310	Surgical Procedures Technician	15%	17.90	3.10	Pending Requisition Request by Hiring Manager

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
2406	Pharmacy Helper	14%	6.00	1.00	Pending Requisition Request by Hiring Manager
2450	Pharmacist	14%	24.50	4.00	Pending Requisition approval
2302	Nursing Assistant	13%	7.00	1.00	Pending Announcement/Exam Administration
2846	Nutritionist	10%	4.50	0.50	Pending Requisition Approval
1429	Nurses Staffing Assistant	10%	10.80	1.20	Pending Requisition Request by Hiring Manager

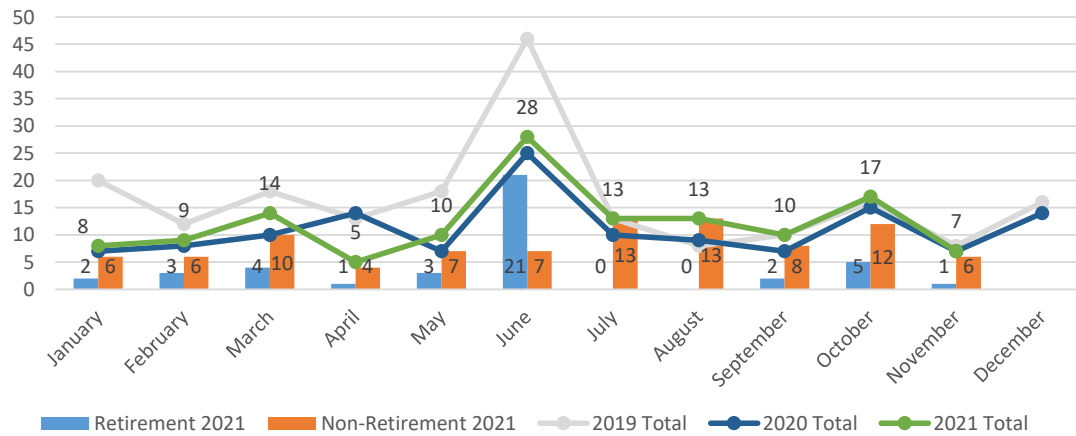
ZSFG Vacancy Rate Trend

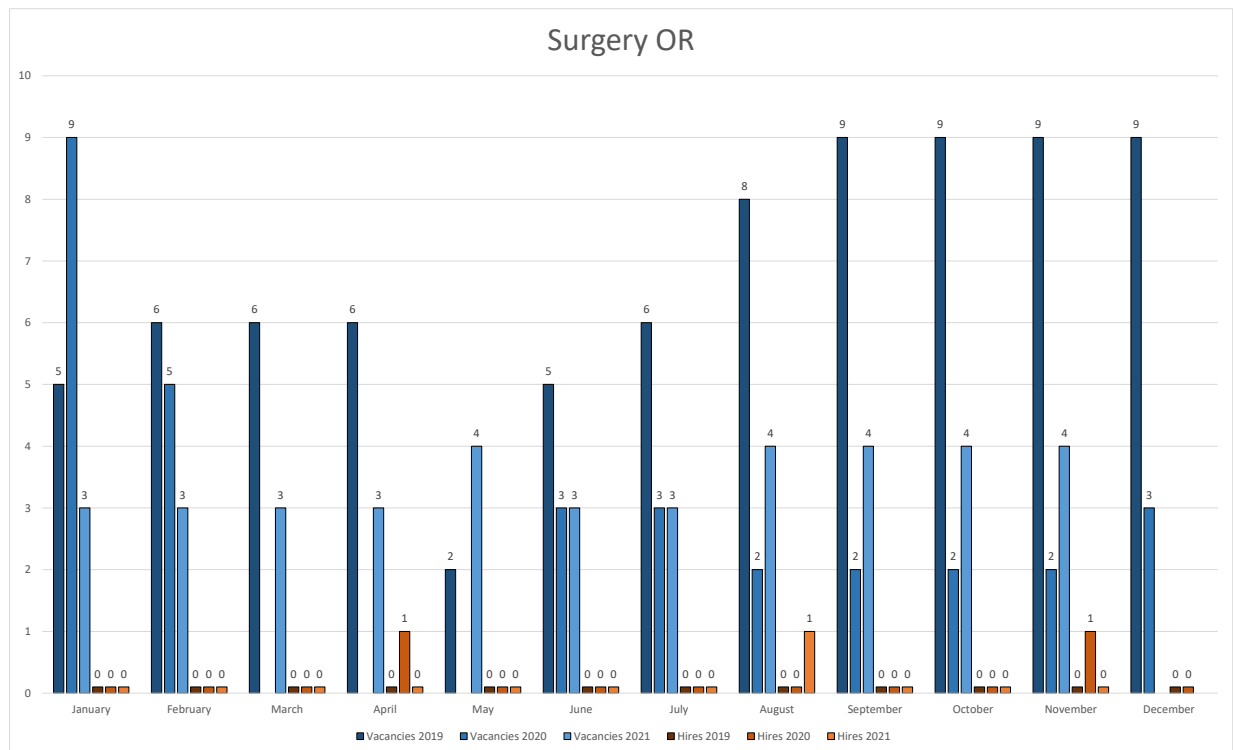
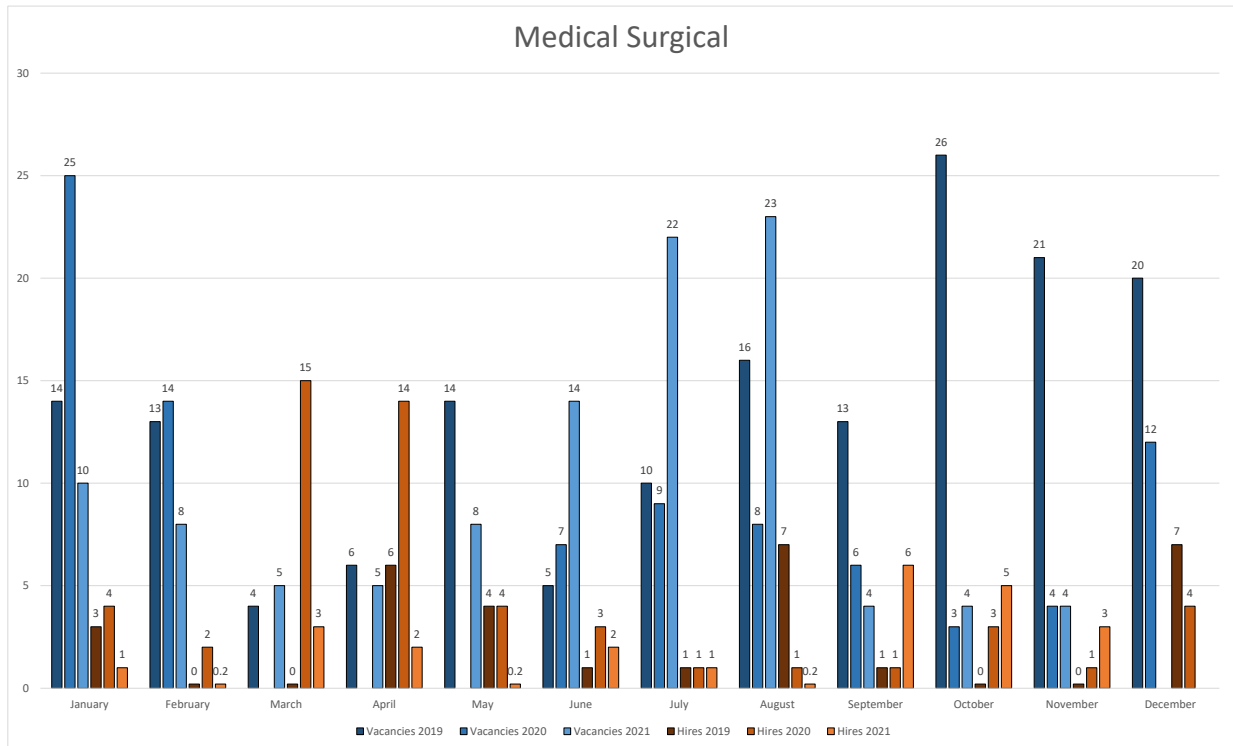


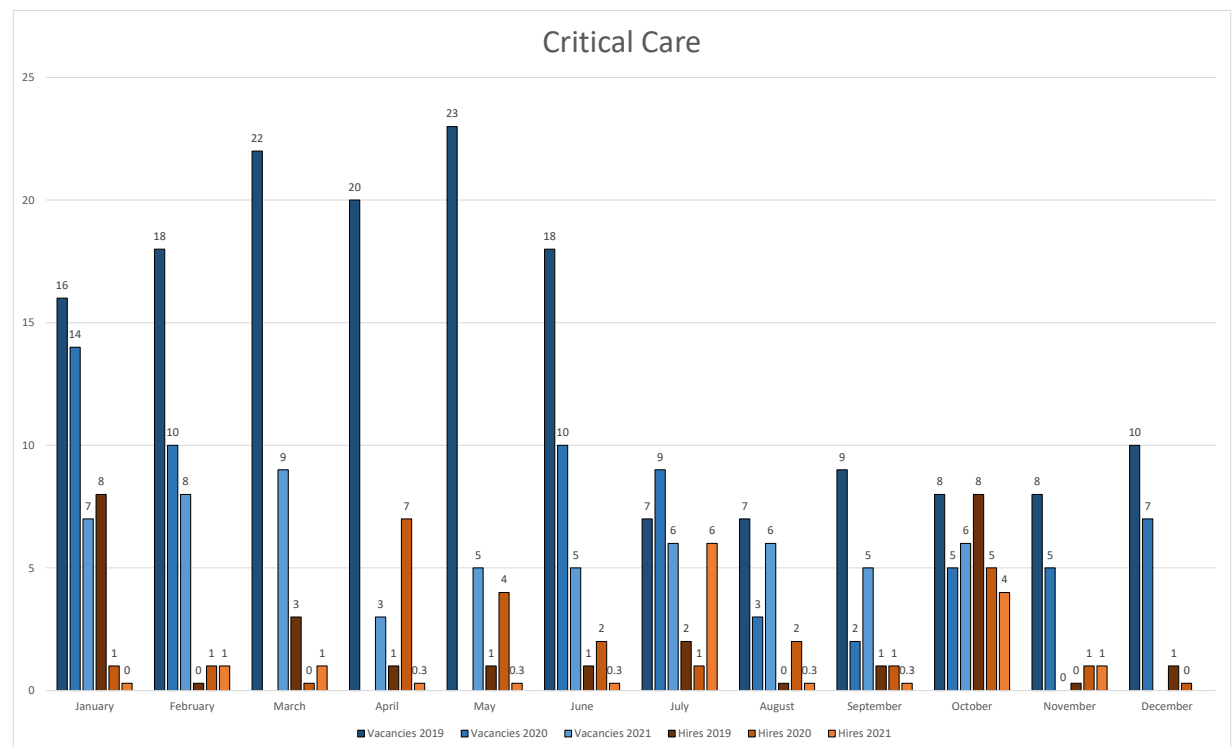
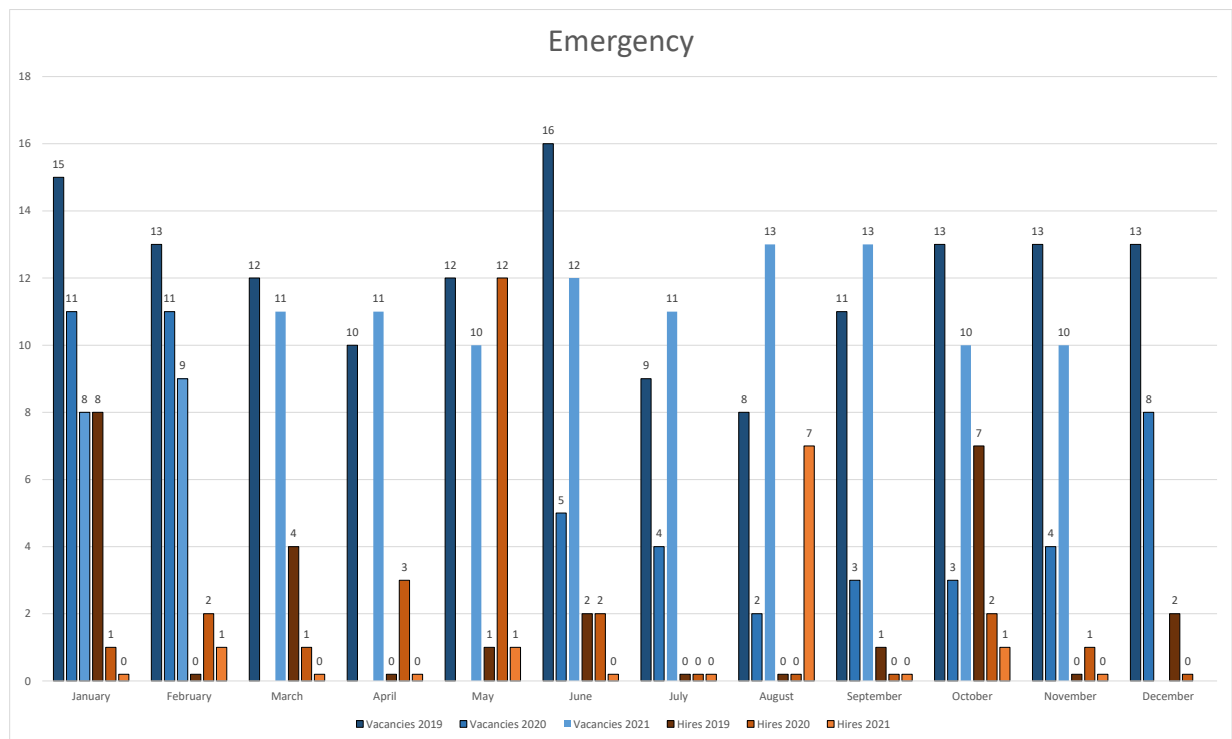
ZSFG New Hire Trend



ZSFG Separation Trend







*Vacancies are based on data reported in JCC Summary.

*Data set for hire details may exclude some reassignments and appointment changes.