

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (February 2023)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status (Vacancy rate over 10%)
 - Graphs: YTD vacancy rate, new hires, separations, MHSF and BERT hiring
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- 1) Total hospital vacancies increased to 12.49% as of January 2023, which is up from 12.36% in January 2023. We've hired a total of eighteen (18) employees between January 1 and January 31, 2023, in various classifications including RNs and had five (5) separations during the same period of which two (2) were retirements.

The increase in vacancy rate may be attributed positions being filled through reassignment, which creates a cycle of new vacancies. Additionally, we have experienced a high turnover in HR staff, which has increased workloads and impacted hiring timelines. We are in the final stages of selection for HR Analyst positions and expect to have them onboarded in March to assist with filling vacancies.

RN vacancy rate increased to **12.36%** this past month.

We have ongoing challenge in filling ED and Critical Care RN experienced vacancies. Nursing management has communicated there is a mass exodus in ICUs across the country, and we are now seeing how impactful COVID has been. Our RN recruiter continues recruitment efforts through multiple tracks.

To mitigate challenges in hiring nurses:

- 8 P103s were hired last month to fill gaps in vacancies
- Hiring Managers continue using application review to speed up selection process
- Union agreed to pause reassignments for RNs for six months
- An RN/Social Worker/Behavioral Health Clinician hiring event is planned for March to do mass hiring. We will be partnering with leadership from DHR, SEIU and Nursing to help make this a successful event.

- 2) HR conducts weekly/monthly vacancy meetings with the hospital executive team, or Program Managers, to review hiring plans.

3) **RN hiring status update:**

- Emergency Care Unit-
 - 20 Experienced vacancies (21.7% of RNs in this specialty); candidate selections pending
- Critical Care Unit -
 - 11 Experienced vacancies (9.71% of RNs in this specialty) with 3 selections made with targeted start work dates in February and March
- Med-Surgical Unit-
 - 36 Experienced vacancies (10.50% of RNs within this specialty) with 3 manager selections in progress, with target start work dates in February and March
- OR Unit-
 - Zero (0) Experienced vacancies (0% of RNs within this specialty)

4) **RN Training Update:**

- Next Critical Care Training program anticipated April 17, 2023 with a cohort of up to eight (8)
- Next OR Training Program anticipated March 4, 2023 with a cohort of two (2) and March 18, 2023 with a cohort of three (3)
- Next ED Training Program anticipated March 19, 2023 training program with a cohort of ten (10)
- Next Med/Surg Training Program is targeted for April 2023 with a cohort of ten (10)

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5) **Highlights of ZSFG non-RN hiring:**

- One (1) 2322 Nurse Manager, Quality Management
- Two (2) 5502, DPH Project Manager, Capital Projects (renovation of ZSFG Bldg. 5, Ambulatory Care Center)
- Three (3) 2736 Porter, Environmental Services
- Two (2) 2740 Porter Supervisor, Environmental Services

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1634	Principal Account Clerk	1.0	0.0	1.0	100%
1664	Patient Accounts Manager	1.0	0.0	1.0	100%
1840	Junior Management Assistant	1.0	0.0	1.0	100%
3422	Park Section Supervisor	1.0	0.0	1.0	100%
5177	Safety Officer	1.0	0.0	1.0	100%
6138	Industrial Hygienist	1.0	0.0	1.0	100%
6139	Sr Industrial Hygienist	1.0	0.0	1.0	100%
7205	Chief Stationary Engineer	2.0	0.0	2.0	100%
9910	Health Worker II (Interpreter Trainee)	10.0	1.0	9.0	90%
1635	Health Care Billing Clerk I	6.0	1.0	5.0	83%
1649	Accountant II (Accountant Intern)	3.0	1.0	2.0	67%
2589	Health Program Coordinator I	3.0	1.0	2.0	67%
2591	Health Program Coordinator II	3.0	1.0	2.0	67%
922	Manager I	7.0	3.0	4.0	57%
931	Manager III	12.0	6.0	6.0	50%
933	Manager V	2.0	1.0	1.0	50%
1022	IS Administrator II	2.0	1.0	1.0	50%
1938	Stores & Equipment Asst Supv	2.0	1.0	1.0	50%
2520	Morgue Attendant	1.0	0.5	0.5	50%
2550	Sr Occupational Therapist	2.0	1.0	1.0	50%
2554	Therapy Aide	4.0	2.0	2.0	50%
2656	Chef	2.0	1.0	1.0	50%
5506	Project Manager III	2.0	1.0	1.0	50%
2586	Health Worker II	76.5	45.5	31.0	41%
2310	Surgical Procedures Technician	21.0	12.9	8.1	39%
1429	Nurses Staffing Assistant	12.0	7.7	4.3	36%
1662	Patient Accounts Asst Supv	3.0	2.0	1.0	33%
1822	Administrative Analyst	3.0	2.0	1.0	33%
2119	Health Care Analyst	18.0	12.0	6.0	33%
2558	Senior Physical Therapist	3.0	2.0	1.0	33%
2822	Health Educator	3.0	2.0	1.0	33%
2305	Psychiatric Technician	44.6	31.5	13.1	29%
1406	Senior Clerk	41.8	29.6	12.3	29%
1636	Health Care Billing Clerk II	18.0	13.0	5.0	28%
1093	IT Operations Support Admin III	4.0	3.0	1.0	25%
1404	Clerk	4.0	3.0	1.0	25%
1824	Principal Administrative Analyst	4.0	3.0	1.0	25%
2105	Patient Services Finance Tech	8.0	6.0	2.0	25%
2585	Health Worker I	4.0	3.0	1.0	25%
4320	Cashier I	4.0	3.0	1.0	25%

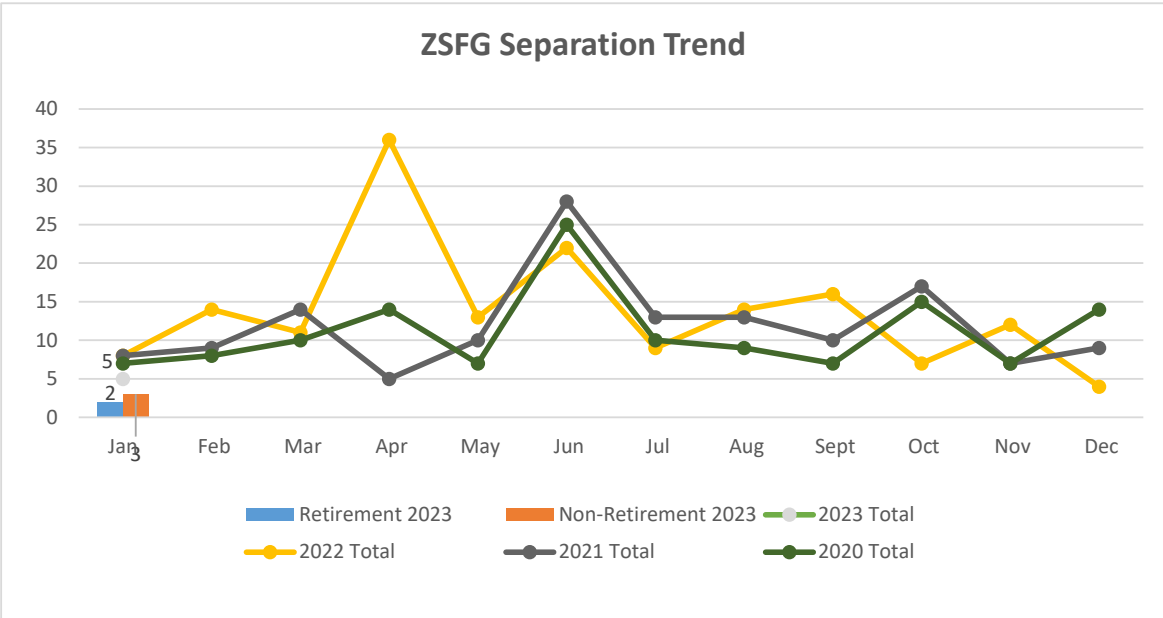
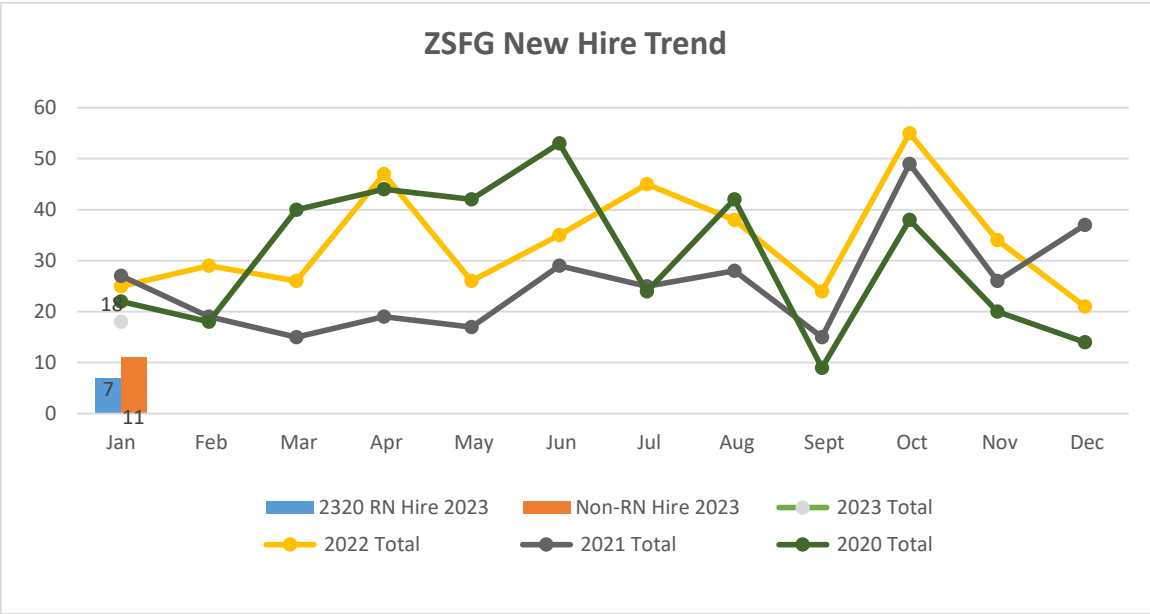
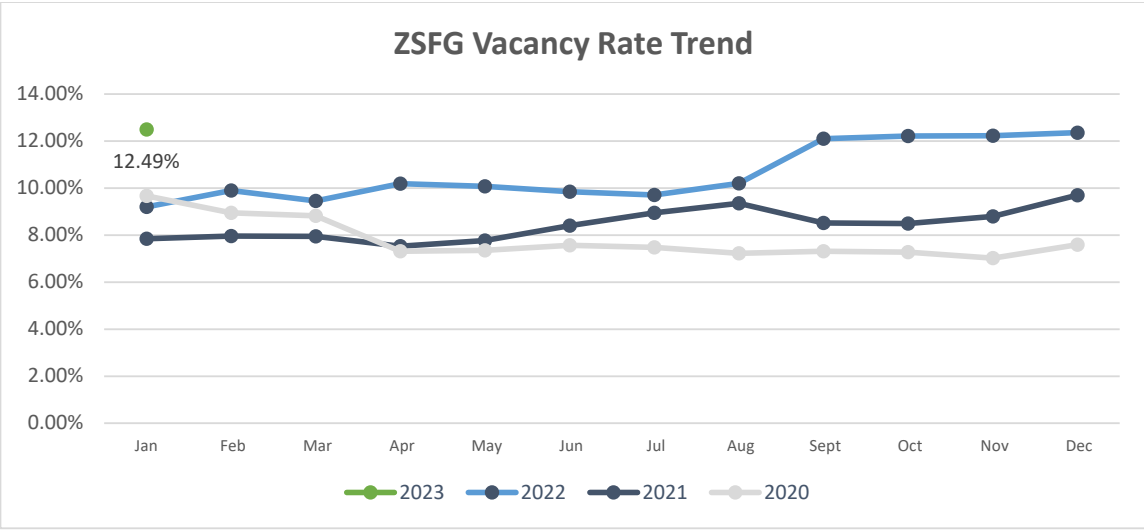
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
7524	Institution Utility Worker	4.0	3.0	1.0	25%
7334	Stationary Engineer	26.0	20.0	6.0	23%
2314	Public Health Team Leader	23.8	18.8	5.0	21%
2473	Diagnostic Medical Sonographer I, II, III	4.8	3.8	1.0	21%
941	Manager VI	5.0	4.0	1.0	20%
1934	Storekeeper	5.0	4.0	1.0	20%
2593	Health Program Coordinator III	15.0	12.0	3.0	20%
2624	Dietitian	10.0	8.4	1.6	16%
1654	Accountant III	7.0	6.0	1.0	14%
2406	Pharmacy Helper	7.0	6.0	1.0	14%
2496	Radiologic Technologist Supv	7.0	6.0	1.0	14%
2328	Nurse Practitioner	84.0	72.9	11.2	13%
2903	Hospital Eligibility Worker	121.0	105.5	15.5	13%
2453	Supervising Pharmacist	8.0	7.0	1.0	13%
2320	Registered Nurse	1022.4	900.2	122.1	12%
2409	Pharmacy Technician	57.5	51.0	6.5	11%
2471	Radiologic Technologist I, II, III	17.9	15.9	2.0	11%
2587	Health Worker III	27.0	24.0	3.0	11%
2622	Dietetic Technician	5.6	5.0	0.6	11%
2312	Licensed Vocational Nurse	54.1	48.4	5.7	11%
1428	Unit Clerk	48.3	43.4	4.9	10%
2325	Nurse Midwife	3.2	2.9	0.3	9%
2303	Patient Care Assistant	194.7	177.6	17.1	9%
2548	Occupational Therapist	17.6	16.1	1.5	9%
2324	Nursing Supervisor	12.0	11.0	1.0	8%
2606	Senior Food Service Worker	6.0	5.5	0.5	8%
2330	Anesthetist	13.4	12.3	1.1	8%
2908	Senior Hospital Eligibility Worker	73.6	67.6	6.0	8%
2920	Medical Social Worker	34.6	31.9	2.7	8%
2430	Medical Evaluations Assistant	170.6	158.0	12.6	7%
2322	Nurse Manager	41.0	38.0	3.0	7%
2450	Pharmacist	28.5	26.8	1.7	6%
1932	Assistant Storekeeper	17.0	16.0	1.0	6%
2454	Clinical Pharmacist	35.5	33.5	2.0	6%
2930	Behavioral Health Clinician	17.5	16.6	0.9	5%
2542	Speech Pathologist	6.2	5.9	0.3	5%
2604	Food Service Worker	55.1	52.5	2.6	5%
2736	Porter	193.5	185.7	7.8	4%
2556	Physical Therapist	24.4	23.4	1.0	4%
1637	Patient Accounts Clerk	27.0	26.0	1.0	4%

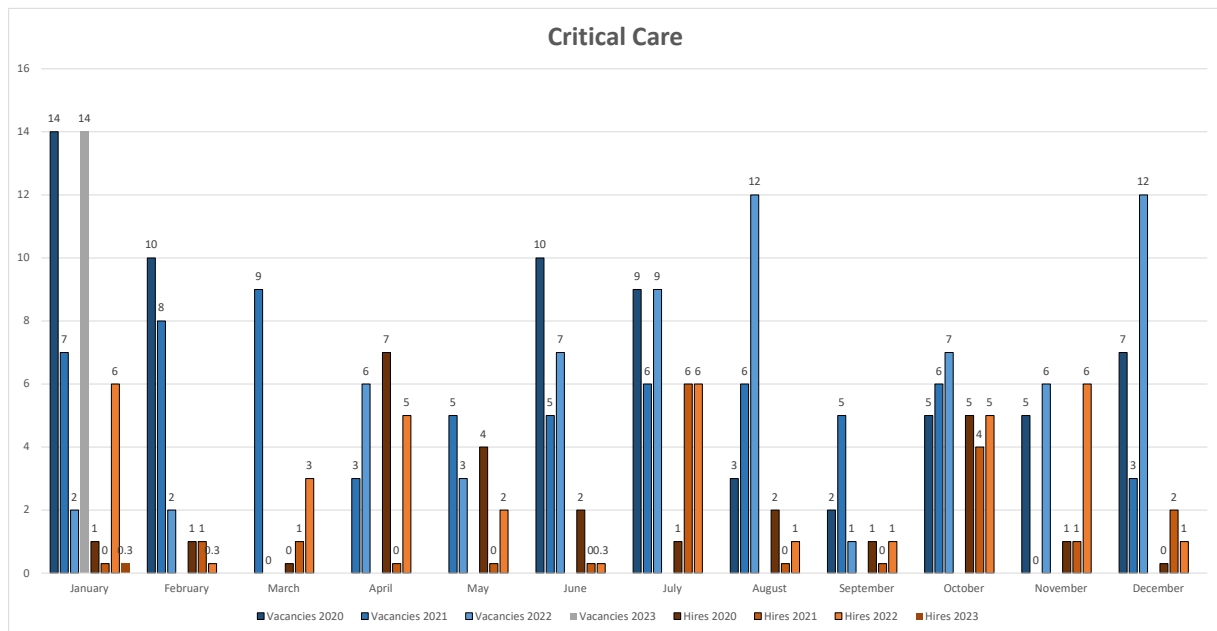
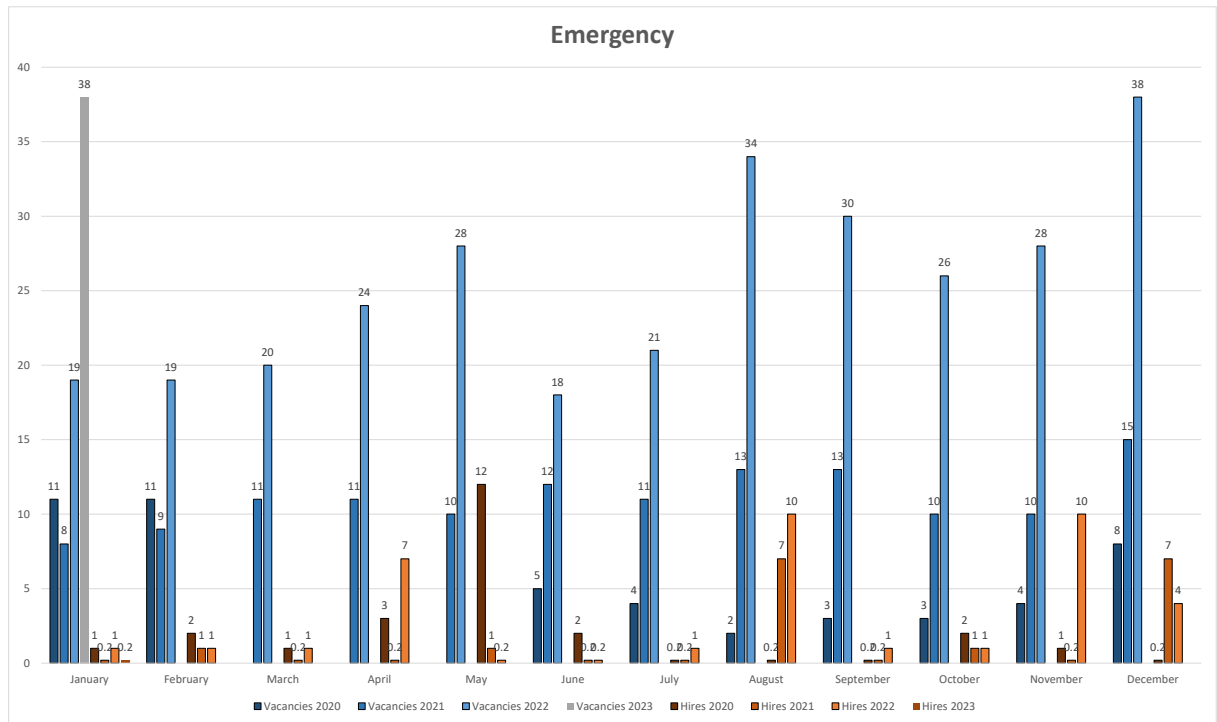
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2424	X-Ray Laboratory Aide	33.5	32.5	1.0	3%
2468	Diagnostic Imaging Tech II	32.0	31.5	0.6	2%
1708	Senior Telephone Operator	11.0	11.0	0.0	0%
923	Manager II	7.0	7.0	0.0	0%
942	Manager VII	3.0	3.0	0.0	0%
943	Manager VIII	1.0	1.0	0.0	0%
1052	IS Business Analyst	1.0	1.0	0.0	0%
1165	Manager, DPH	1.0	1.0	0.0	0%
1167	Physician Administrator	1.0	1.0	0.0	0%
1408	Principal Clerk	2.0	2.0	0.0	0%
1410	Chief Clerk	3.0	3.0	0.0	0%
1632	Senior Account Clerk	6.0	6.0	0.0	0%
1652	Accountant II	2.0	2.0	0.0	0%
1657	Senior Systems Accountant	3.0	3.0	0.0	0%
1663	Patient Accounts Supervisor	5.0	5.0	0.0	0%
1710	Chief Telephone Operator	1.0	1.0	0.0	0%
1823	Senior Administrative Analyst	3.0	3.0	0.0	0%
1922	Senior Inventory Clerk	1.0	1.0	0.0	0%
1936	Senior Storekeeper	1.0	1.0	0.0	0%
1942	Assistant Materials Coordinator	3.0	3.0	0.0	0%
1950	Assistant Purchaser	4.0	4.0	0.0	0%
2106	Medical Staff Svcs-Specialist	3.0	3.0	0.0	0%
2107	Medical Staff Svcs-Analyst	2.0	2.0	0.0	0%
2110	Medical Records Clerk	3.0	3.0	0.0	0%
2112	Medical Records Technician	4.0	4.0	0.0	0%
2114	Medical Records Tech-Supv	1.0	1.0	0.0	0%
2202	Dental Aide	2.0	2.0	0.0	0%
2218	Physician Assistant	9.1	9.1	0.0	0%
2302	Nursing Assistant	4.0	4.0	0.0	0%
2323	Clinical Nurse Specialist	9.0	9.0	0.0	0%
2326	Nursing Supervisor - Psych	1.0	1.0	0.0	0%
2390	CPD Technician	24.8	24.8	0.0	0%
2392	Sr CPD Technician	2.0	2.0	0.0	0%
2408	Senior Pharmacy Helper	1.0	1.0	0.0	0%
2436	Electroencephalograph Tech I	2.0	2.0	0.0	0%
2467	Diagnostic Imaging Tech I	24.0	24.0	0.0	0%
2469	Diagnostic Imaging Tech III	3.8	3.8	0.0	0%
2470	Diagnostic Imaging Tech IV	7.2	7.2	0.0	0%
2472	Radiologic Technologist Lead	3.0	3.0	0.0	0%
2514	Orthopedic Technician I	1.0	1.0	0.0	0%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2515	Orthopedic Technician II	1.0	1.0	0.0	0%
2522	Senior Morgue Attendant	1.0	1.0	0.0	0%
2540	Audiologist	1.0	1.0	0.0	0%
2551	MH Treatment Specialist	2.0	2.0	0.0	0%
2555	Physical Therapist Assistant	2.0	2.0	0.0	0%
2618	Food Service Supervisor	7.5	7.5	0.0	0%
2619	Senior Food Service Supervisor	1.0	1.0	0.0	0%
2620	Food Service Mgr Administrator	1.0	1.0	0.0	0%
2626	Chief Dietitian	1.0	1.0	0.0	0%
2654	Cook	10.0	10.0	0.0	0%
2738	Porter Assistant Supervisor	1.0	1.0	0.0	0%
2740	Porter Supervisor I	9.0	9.0	0.0	0%
2770	Senior Laundry Worker	2.0	2.0	0.0	0%
2785	Assistant General Services Mgr	4.0	4.0	0.0	0%
2846	Nutritionist	5.0	5.0	0.0	0%
2909	Hospital Eligibility Worker Supv	11.0	11.0	0.0	0%
2924	Medical Social Work Supv	2.0	2.0	0.0	0%
3417	Gardener	2.5	2.5	0.0	0%
3530	Chaplain	1.0	1.0	0.0	0%
7120	Buildings/Grounds Maint Supe	1.0	1.0	0.0	0%
7203	Buildings/Grounds Maint Supv	2.0	2.0	0.0	0%
7236	Locksmith Supervisor 1	1.0	1.0	0.0	0%
7242	Painter Supervisor I	1.0	1.0	0.0	0%
7262	Maintenance Planner	1.0	1.0	0.0	0%
7335	Sr Stationary Engineer	6.0	6.0	0.0	0%
7342	Locksmith	2.0	2.0	0.0	0%
7344	Carpenter	2.0	2.0	0.0	0%
7345	Electrician	1.0	1.0	0.0	0%
7346	Painter	4.0	4.0	0.0	0%
7347	Plumber	2.0	2.0	0.0	0%
7348	Steamfitter	1.0	1.0	0.0	0%
	Grand Total	3194.0	2795.0	399.0	12.49%

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
1634	Principal Account Clerk	100%	0.0	1.0	Pending Requisition approval	5-10
1664	Patient Accounts Manager	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30
1840	Junior Management Assistant	100%	0.0	1.0	Interviews in Progress/Pending Selection	30
3422	Park Section Supervisor	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30
5177	Safety Officer	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90
6138	Industrial Hygienist	100%	0.0	1.0	Onboarding/Hired	10-20
6139	Sr Industrial Hygienist	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90
7205	Chief Stationary Engineer	100%	0.0	2.0	Pending Announcement/Exam Administration	60-90
9910	Health Wrkr. II (Interpreter Trainee)	90%	1.0	9.0	Pending Announcement/Exam Administration	60-90
1635	Health Care Billing Clerk I	83%	1.0	5.0	Pending Requisition Request by Hiring Manager	30
1649	Accountant II (Accountant Intern)	67%	1.0	2.0	Onboarding/Hired	10-20
2589	Health Program Coordinator I	67%	1.0	2.0	Pending Requisition Request by Hiring Manager	30
2591	Health Program Coordinator II	67%	1.0	2.0	Pending Requisition approval	5-10
922	Manager I	57%	3.0	4.0	Pending Requisition Request by Hiring Manager	30
931	Manager III	50%	6.0	6.0	Pending Announcement/Exam Administration	60-90
933	Manager V	50%	1.0	1.0	Interviews in Progress/Pending Selection	30
1022	IS Administrator II	50%	1.0	1.0	Pending Requisition Request by Hiring Manager	30
1938	Stores & Equipment Asst Supv	50%	1.0	1.0	Pending Announcement/Exam Administration	60-90
2520	Morgue Attendant	50%	0.5	0.5	Pending Announcement/Exam Administration	60-90
2550	Sr Occupational Therapist	50%	1.0	1.0	Pending Requisition Approval	5-10
2554	Therapy Aide	50%	2.0	2.0	Interviews in Progress/Pending Selection	30
2656	Chef	50%	1.0	1.0	Pending Announcement/Exam Administration	60-90
5506	Project Manager III	50%	1.0	1.0	Pending Requisition Approval	5-10
2586	Health Worker II	41%	45.5	31.0	Pending Announcement/Exam Administration	60-90
2310	Surgical Procedures Technician	39%	12.9	8.1	Pending Requisition Request by Hiring Manager	30
1429	Nurses Staffing Assistant	36%	7.7	4.3	Pending Announcement/Exam Administration	60-90
1662	Patient Accounts Asst Supv	33%	2.0	1.0	Pending Requisition Request by Hiring Manager	30
1822	Administrative Analyst	33%	2.0	1.0	Interviews in progress/Pending Selection	30
2119	Health Care Analyst	33%	12.0	6.0	Interviews in progress/Pending Selection	30
2558	Senior Physical Therapist	33%	2.0	1.0	Interviews in Progress/Pending Selection	30
2822	Health Educator	33%	2.0	1.0	Pending Requisition Request by Hiring Manager	30
2305	Psychiatric Technician	29%	31.5	13.1	Pending Announcement/Exam Administration	60-90
1406	Senior Clerk	29%	29.6	12.3	Interviews in progress/Pending Selection	30
1636	Health Care Billing Clerk II	28%	13.0	5.0	Pending Requisition Approval	5-10
1093	IT Operations Support Admin III	25%	3.0	1.0	Onboarding/Hired	10-20
1404	Clerk	25%	3.0	1.0	Onboarding/Hired	10-20
1824	Principal Administrative Analyst	25%	3.0	1.0	Pending Requisition Request by Hiring Manager	30
2105	Patient Services Finance Tech	25%	6.0	2.0	Onboarding/Hired	10-20
2585	Health Worker I	25%	3.0	1.0	Interviews in progress/Pending Selection	30

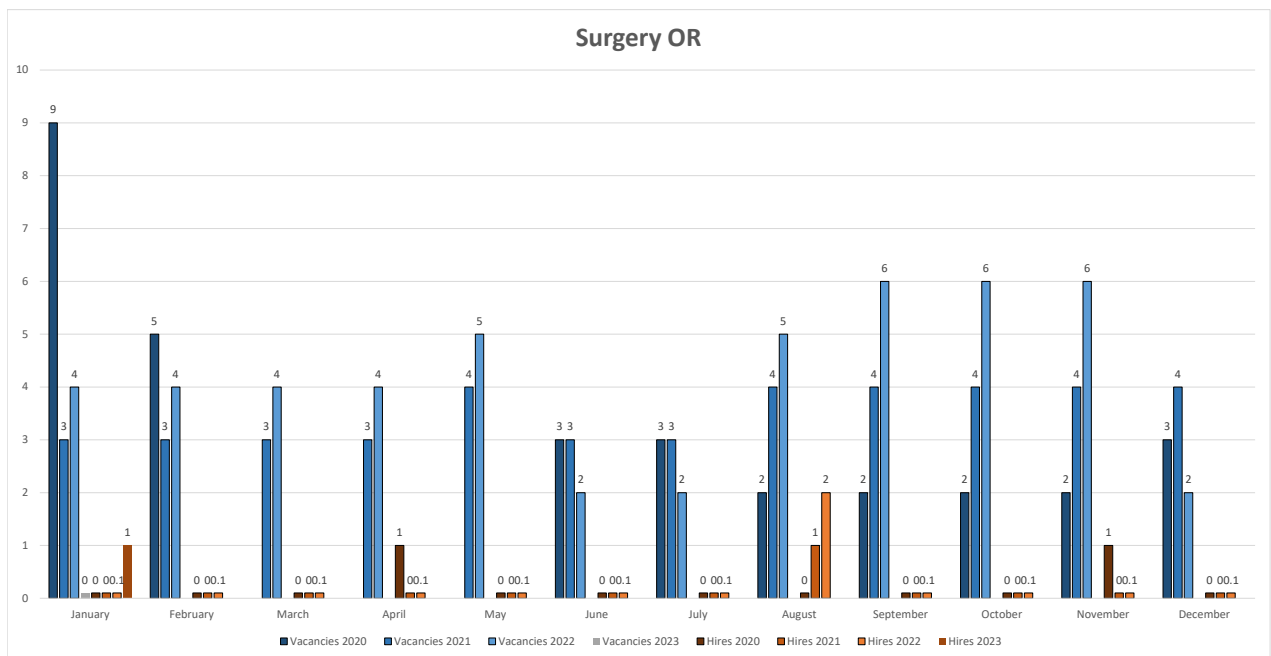
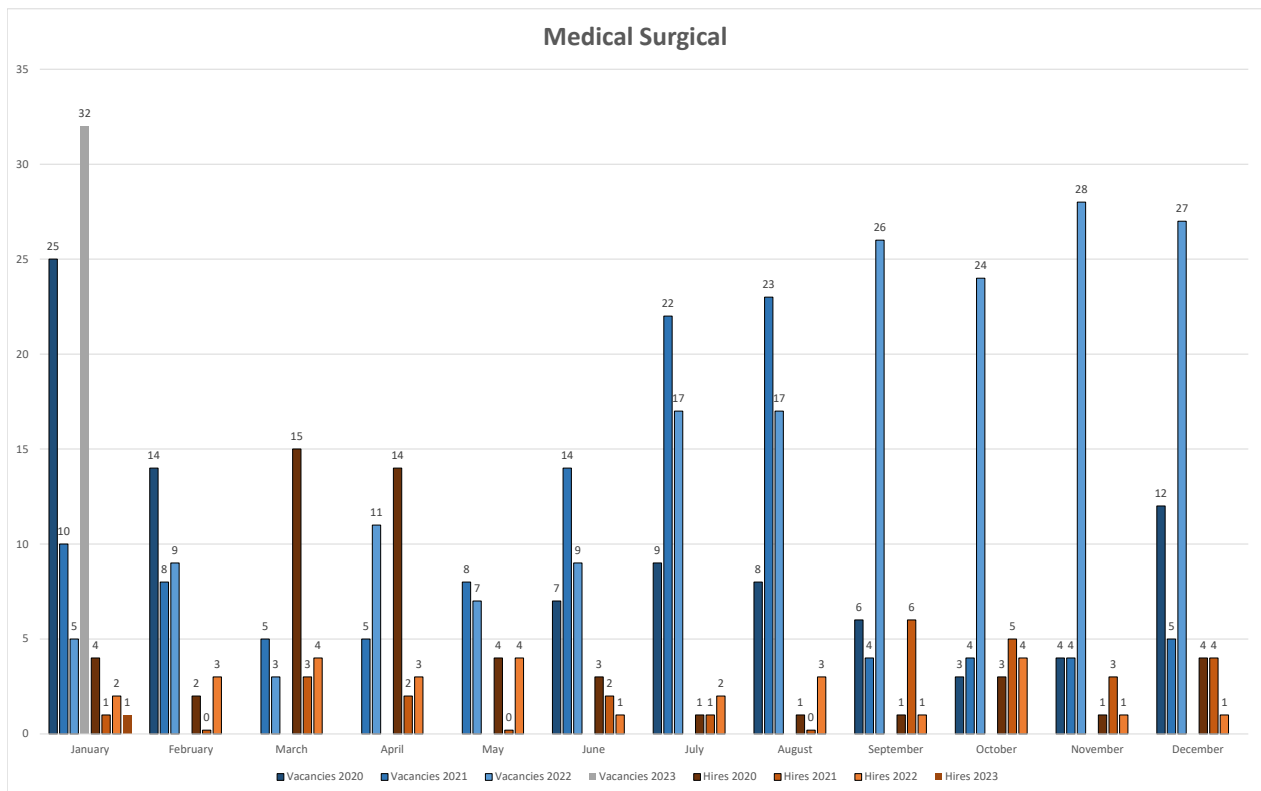
Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
4320	Cashier I	25%	3.0	1.0	Interviews in progress/Pending Selection	30
7524	Institution Utility Worker	25%	3.0	1.0	Pending Announcement/Exam Administration	60-90
7334	Stationary Engineer	23%	20.0	6.0	Pending Announcement/Exam Administration	60-90
2314	Public Health Team Leader	21%	18.8	5.0	Onboarding/Hired	10-20
2473	Diag. Medical Sonographer I, II, III	21%	3.8	1.0	Pending Announcement/Exam Administration	60-90
941	Manager VI	20%	4.0	1.0	Pending Requisition Request by Hiring Manager	30
1934	Storekeeper	20%	4.0	1.0	Interviews in progress/Pending Selection	30
2593	Health Program Coordinator III	20%	12.0	3.0	Pending Requisition approval	5-10
2624	Dietitian	16%	8.4	1.6	Pending Announcement/Exam Administration	60-90
1654	Accountant III	14%	6.0	1.0	Interviews in progress/Pending Selection	30
2406	Pharmacy Helper	14%	6.0	1.0	Interviews in Progress/Pending Selection	30
2496	Radiologic Technologist Supv	14%	6.0	1.0	Pending Announcement/Exam Administration	60-90
2328	Nurse Practitioner	13%	72.9	11.2	Interviews in progress/Pending Selection	30
2903	Hospital Eligibility Worker	13%	105.5	15.5	Interviews in progress/Pending Selection	30
2453	Supervising Pharmacist	13%	7.0	1.0	Pending Requisition Request by Hiring Manager	30
2320	Registered Nurse	12%	900.2	122.1	Interviews in Progress/Pending Selection	30
2409	Pharmacy Technician	11%	51.0	6.5	Pending Requisition Request by Hiring Manager	30
2471	Radiologic Technologist I, II, III	11%	15.9	2.0	Pending Requisition Approval	5-10
2587	Health Worker III	11%	24.0	3.0	Interviews in progress/Pending Selection	30
2622	Dietetic Technician	11%	5.0	0.6	Interviews in Progress/Pending Selection	30
2312	Licensed Vocational Nurse	11%	48.4	5.7	Interviews in progress/Pending Selection	30
1428	Unit Clerk	10%	43.4	4.9	Interviews in progress/Pending Selection	30





*Vacancies are based on data reported in JCC Summary.

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



BERT Hiring Trend (Newly Added to ZSFG Budget FY 2022/2023)

Month of 2023 (As of)	2320 Filled Pos	2320 Vacant Pos	2305 Filled Pos	2305 Vacant Pos	2312 Filled Pos	2312 Vacant Pos
July	All Filled	N/A	9	6	7	1
August	All Filled	N/A	11	4	7	1
September	All Filled	N/A	11	4	7	1
October	All Filled	N/A	11	4	7	1
November	All Filled	N/A	11	4	7	1
December	All Filled	N/A	11	4	7	1
January	All Filled	N/A	11	4	7	1

MHSF/BHS Hiring Trend (Newly Added to CO Budget FY 2022/2023)

Month of 2023 (As of)	Total Budgeted Pos	Total Filled Pos	Total Vacant Pos
July	308	293	15
August	308	299	9
September	308	305	3
October	308	307	1
November	308	308	0
December	308	308	0
January	308	308	0