

# ZSFG HUMAN RESOURCE SERVICES REPORT

## Submitted to the Joint Conference Committee (March 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 remained the about same, 12.50% as of March 2023, compared to 12.49% in February 2023. We've hired a total of thirty-three (33) employees between February 1 and February 28, 2023, in various classifications including RNs and had six (6) separations during the same period of which four (4) were retirements. Some of the factors for the high vacancy rate are challenges with finding qualified candidates and/or a lack of response from candidates during the selection and hiring process.

2) RN vacancy rate increased to **13%** this past month.

We face unprecedented challenges in filling ED and Critical Care RN experienced vacancies as nurses continue to leave the workforce across the country. According to headlines from various healthcare organizations, the rest of the nation is experiencing a similar situation and hospitals need to get creative to fill gaps. Our RN recruiter continues recruitment efforts including posting job ads in multiple platforms, participating in job fairs, and establishing partnerships with schools and other organizations.

To mitigate challenges in hiring nurses:

- Twelve (12) P103 Per Diem nurses were hired last month to fill gaps in vacancies
- Hiring Managers continue using application review to speed up selection process and give priority consideration for permanent positions to existing Per Diem nurses
- We are using our Applicant Tracking System to its maximum capacity, including expanded use of communication options, such as text communications
- Hiring Managers are working to establish a cadence for training programs
- The RN recruitment and hiring event in April will target both experienced nurses and trainees to fill vacancies Department-wide

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

#### 4) **RN hiring status update:**

- Emergency Care Unit-
  - 21 Experienced vacancies (18.82% of RNs in this specialty), pending list of qualified candidates
- Critical Care Unit -
  - 4 Experienced vacancies (11.02% of RNs in this specialty) with 2 selections made with targeted start work dates in April
- Med-Surgical Unit-
  - 27 Experienced vacancies (12.31% of RNs within this specialty) with 1 candidate onboarding in March
- OR Unit-
  - Zero (0) Experienced vacancies (2.35% of RNs within this specialty) with 5 onboarding in March

#### 5) **RN Training Update:**

- Next Critical Care Training program anticipated April 17, 2023, with a cohort of eight (8)
- Next ED Training Program anticipated July 24, 2023, with a cohort of up to ten (10)
- Next Med/Surg Training Program is targeted for April 1, 2023, with a cohort of seven (7) and April 15, 2023, with a cohort of fourteen (14)

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

- One (1) 2322 Nurse Manager (Medical/Surgical Care)
- Eight (8) 2908 Senior Eligibility Workers
- One (1) 6138 Industrial Hygienist (Health and Safety)
- Two (2) 2920 Medical Social Workers
- One (1) 7262 Maintenance Planner (ZSFG Public Health & Safety Bond)

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1664	Patient Accounts Manager	1.00	0.00	1.00	100%
1825	Principal Administrative Anlyst II	1.00	0.00	1.00	100%
1840	Junior Management Assistant	1.00	0.00	1.00	100%
3422	Park Section Supervisor	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%
9910	Health Worker II (Interpreter Trainee)	10.00	1.00	9.00	90%
1408	Principal Clerk	3.00	1.00	2.00	67%
2589	Health Program Coordinator I	3.00	1.00	2.00	67%
922	Manager I	7.00	3.00	4.00	57%
2540	Audiologist	2.00	1.00	1.00	50%
931	Manager III	12.00	6.00	6.00	50%
1634	Principal Account Clerk	2.00	1.00	1.00	50%
1649	Accountant II (Accountant Intern)	2.00	1.00	1.00	50%
1824	Principal Administrative Analyst	4.00	2.00	2.00	50%
1938	Stores & Equipment Asst Supv	2.00	1.00	1.00	50%
2550	Sr Occupational Therapist	2.00	1.00	1.00	50%
2554	Therapy Aide	4.00	2.00	2.00	50%
2656	Chef	2.00	1.00	1.00	50%
5506	Project Manager III	2.00	1.00	1.00	50%
1822	Administrative Analyst	4.00	2.00	2.00	50%
2586	Health Worker II	76.50	46.00	30.50	40%
2310	Surgical Procedures Technician	21.00	12.90	8.10	39%
2119	Health Care Analyst	16.00	10.00	6.00	38%
1429	Nurses Staffing Assistant	12.00	7.70	4.30	36%
933	Manager V	3.00	2.00	1.00	33%
1662	Patient Accounts Asst Supv	3.00	2.00	1.00	33%
2558	Senior Physical Therapist	3.00	2.00	1.00	33%
2591	Health Program Coordinator II	3.00	2.00	1.00	33%
2822	Health Educator	3.00	2.00	1.00	33%
2305	Psychiatric Technician	43.40	29.20	14.20	33%
1406	Senior Clerk	41.80	28.55	13.25	32%
1636	Health Care Billing Clerk II	18.00	13.00	5.00	28%
1093	IT Operations Support Admin III	4.00	3.00	1.00	25%
1934	Storekeeper	4.00	3.00	1.00	25%
2585	Health Worker I	4.00	3.00	1.00	25%
4320	Cashier I	4.00	3.00	1.00	25%
7524	Institution Utility Worker	4.00	3.00	1.00	25%
2314	Public Health Team Leader	23.80	18.80	5.00	21%
2473	Diagnostic Medical Sonographer I, II, III	4.70	3.80	0.90	19%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
941	Manager VI	5.00	4.00	1.00	20%
1404	Clerk	5.00	4.00	1.00	20%
3417	Gardener	2.50	2.00	0.50	20%
7334	Stationary Engineer	26.00	21.00	5.00	19%
1635	Health Care Billing Clerk I	6.00	5.00	1.00	17%
2903	Hospital Eligibility Worker	122.80	103.10	19.70	16%
2328	Nurse Practitioner	84.51	71.96	12.55	15%
1654	Accountant III	7.00	6.00	1.00	14%
2406	Pharmacy Helper	7.00	6.00	1.00	14%
2496	Radiologic Technologist Supv	7.00	6.00	1.00	14%
2548	Occupational Therapist	17.59	15.09	2.50	14%
2105	Patient Services Finance Tech	8.10	7.00	1.10	14%
2320	Registered Nurse	1025.15	893.45	131.70	13%
2593	Health Program Coordinator III	16.00	14.00	2.00	13%
2587	Health Worker III	26.99	24.00	2.99	11%
2622	Dietetic Technician	5.60	5.00	0.60	11%
1428	Unit Clerk	48.30	43.20	5.10	11%
2312	Licensed Vocational Nurse	54.55	48.85	5.70	10%
2322	Nurse Manager	40.00	36.00	4.00	10%
2654	Cook	10.00	9.00	1.00	10%
2471	Radiologic Technologist I, II, III	20.90	18.90	2.00	10%
2324	Nursing Supervisor	12.00	11.00	1.00	8%
2606	Senior Food Service Worker	6.00	5.50	0.50	8%
2330	Anesthetist	13.40	12.30	1.10	8%
2920	Medical Social Worker	34.69	31.90	2.79	8%
2303	Patient Care Assistant	194.00	178.50	15.50	8%
2430	Medical Evaluations Assistant	169.56	156.96	12.60	7%
2908	Senior Hospital Eligibility Worker	73.60	68.60	5.00	7%
2618	Food Service Supervisor	7.50	7.00	0.50	7%
2409	Pharmacy Technician	57.50	53.98	3.53	6%
1932	Assistant Storekeeper	17.00	16.00	1.00	6%
2454	Clinical Pharmacist	35.50	33.50	2.00	6%
2930	Behavioral Health Clinician	17.50	16.60	0.90	5%
2542	Speech Pathologist	6.20	5.89	0.31	5%
2556	Physical Therapist	24.40	23.42	0.98	4%
2736	Porter	192.50	185.66	6.84	4%
2424	X-Ray Laboratory Aide	33.50	32.50	1.00	3%
2450	Pharmacist	28.50	27.80	0.70	2%
2468	Diagnostic Imaging Tech II	31.00	30.45	0.55	2%
2604	Food Service Worker	54.10	53.50	0.60	1%
1708	Senior Telephone Operator	11.00	10.98	0.03	0%

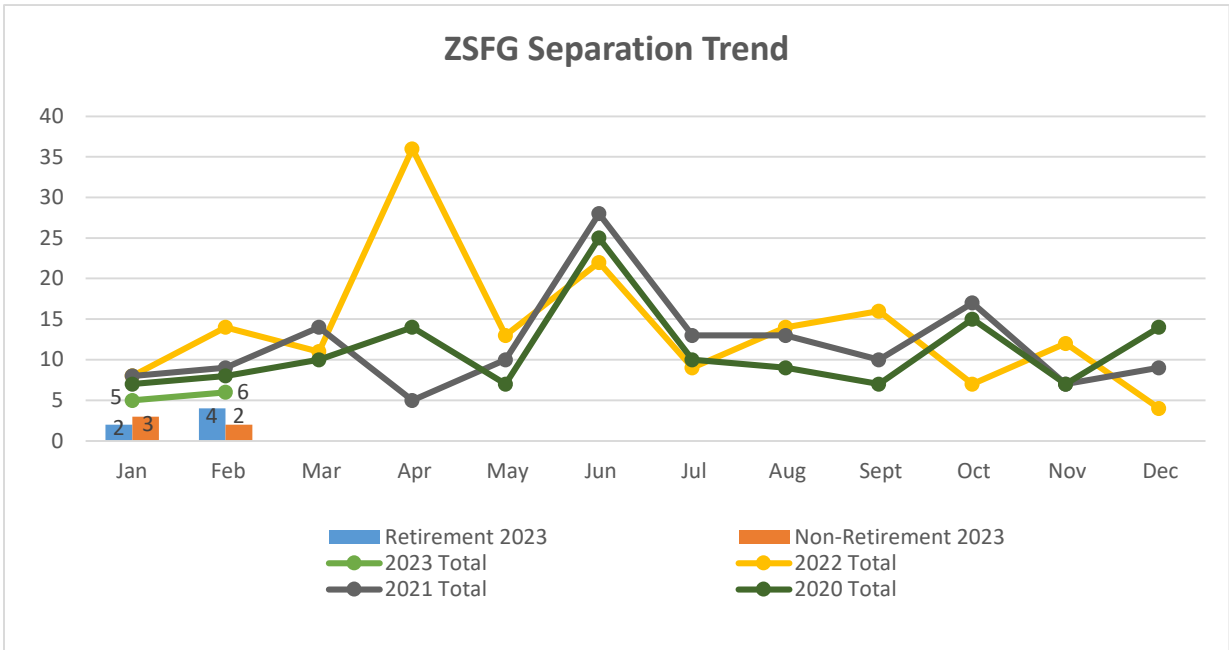
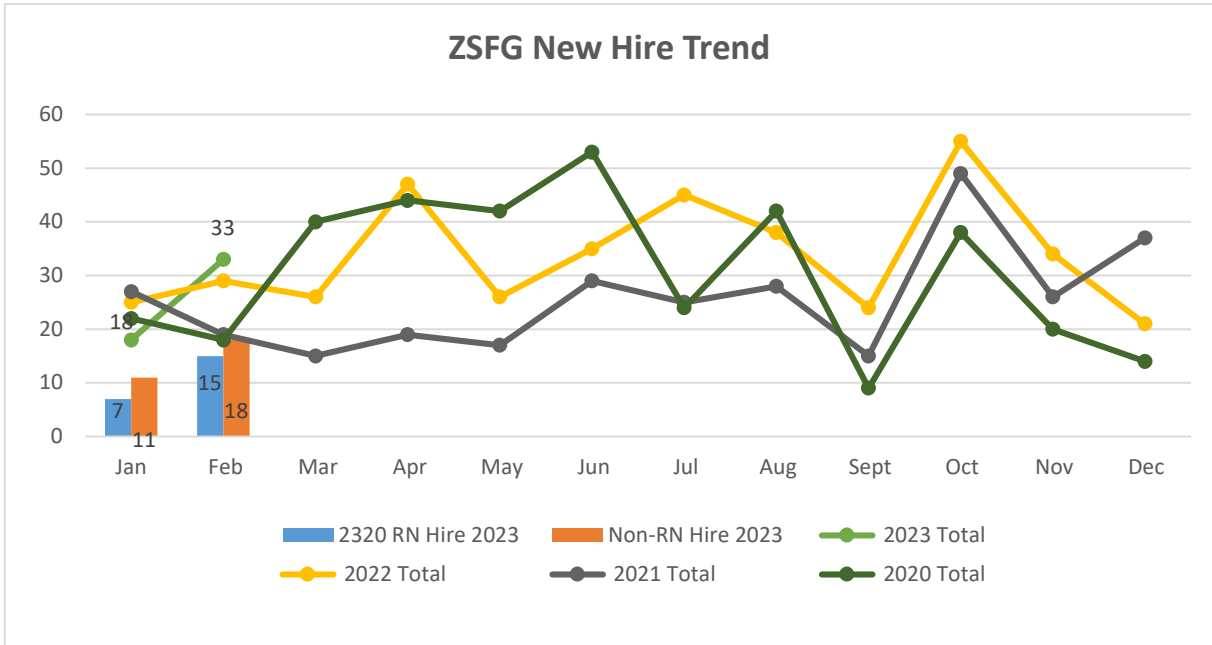
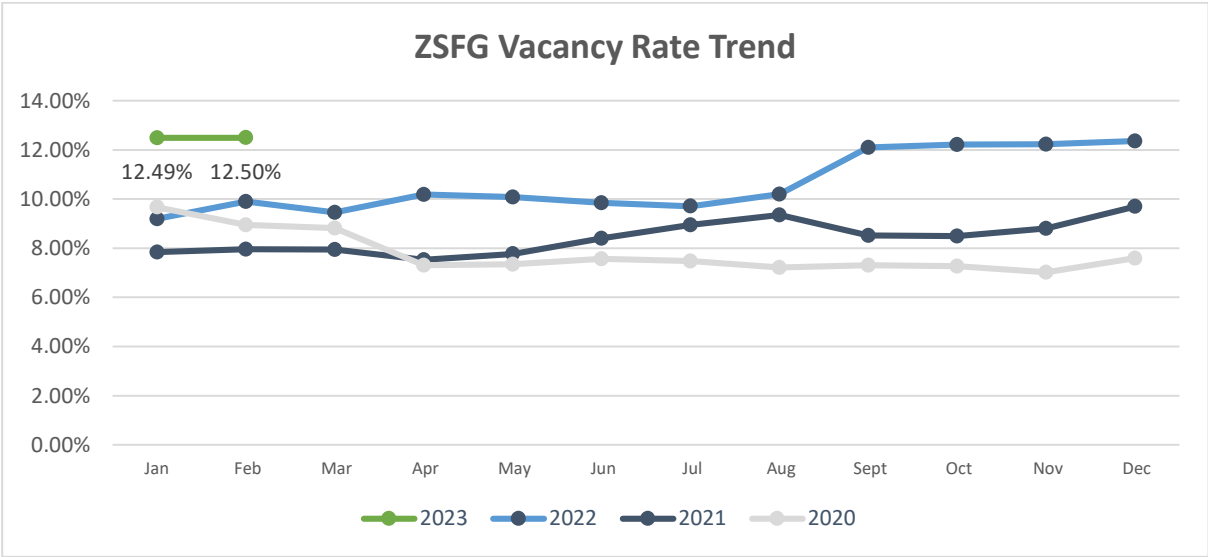
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
923	Manager II	7.00	7.00	0.00	0%
942	Manager VII	3.00	3.00	0.00	0%
0943	Manager VIII	1.00	1.00	0.00	0%
1022	IS Administrator II	1.00	1.00	0.00	0%
1052	IS Business Analyst	1.00	1.00	0.00	0%
1165	Manager, DPH	1.00	1.00	0.00	0%
1167	Physician Administrator	1.00	1.00	0.00	0%
1410	Chief Clerk	3.00	3.00	0.00	0%
1632	Senior Account Clerk	6.00	6.00	0.00	0%
1637	Patient Accounts Clerk	27.00	27.00	0.00	0%
1652	Accountant II	2.00	2.00	0.00	0%
1657	Senior Systems Accountant	3.00	3.00	0.00	0%
1663	Patient Accounts Supervisor	5.00	5.00	0.00	0%
1710	Chief Telephone Operator	1.00	1.00	0.00	0%
1823	Senior Administrative Analyst	2.00	2.00	0.00	0%
1922	Senior Inventory Clerk	1.00	1.00	0.00	0%
1936	Senior Storekeeper	1.00	1.00	0.00	0%
1942	Assistant Materials Coordinator	3.00	3.00	0.00	0%
1950	Assistant Purchaser	4.00	4.00	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%
2114	Medical Records Tech-Supv	1.00	1.00	0.00	0%
2202	Dental Aide	2.00	2.00	0.00	0%
2218	Physician Assistant	8.60	8.60	0.00	0%
2302	Nursing Assistant	4.00	4.00	0.00	0%
2323	Clinical Nurse Specialist	9.00	9.00	0.00	0%
2325	Nurse Midwife	2.70	2.70	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%
2436	Electroencephalograph Tech I	2.00	2.00	0.00	0%
2453	Supervising Pharmacist	8.00	8.00	0.00	0%
2467	Diagnostic Imaging Tech I	22.00	22.00	0.00	0%
2469	Diagnostic Imaging Tech III	3.80	3.80	0.00	0%
2470	Diagnostic Imaging Tech IV	7.20	7.20	0.00	0%
2472	Radiologic Technologist Lead	3.00	3.00	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%

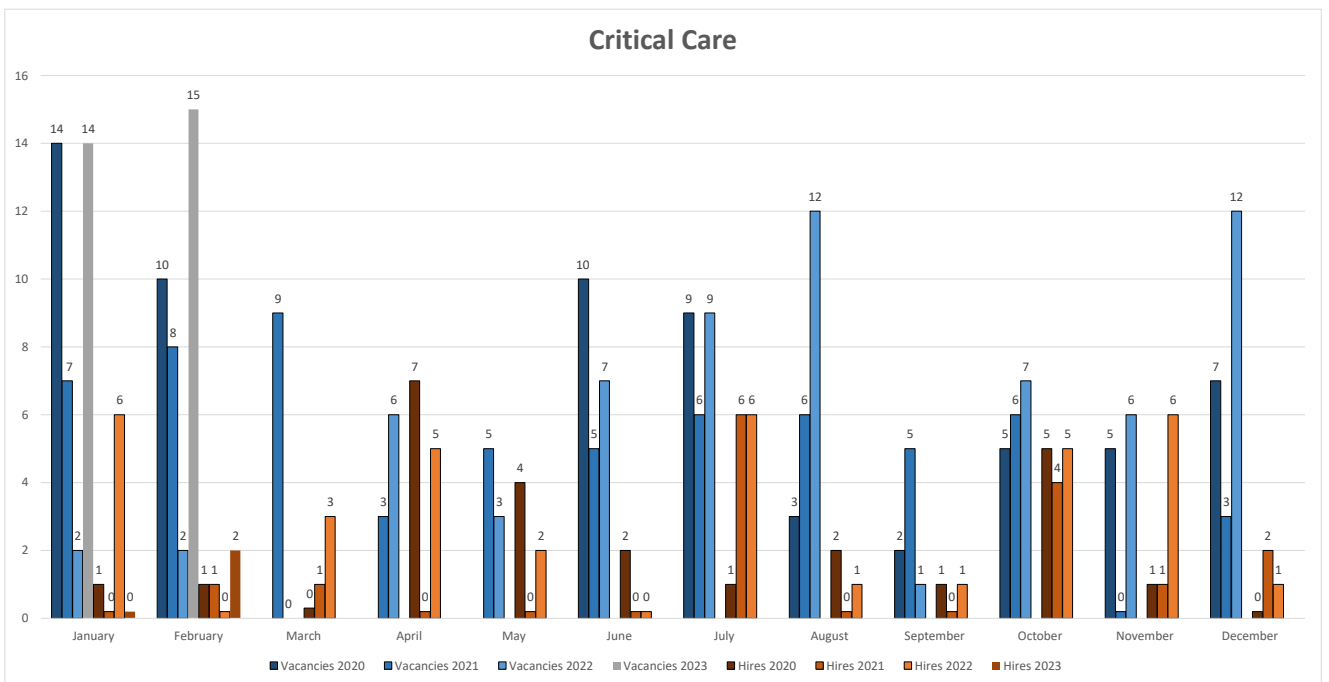
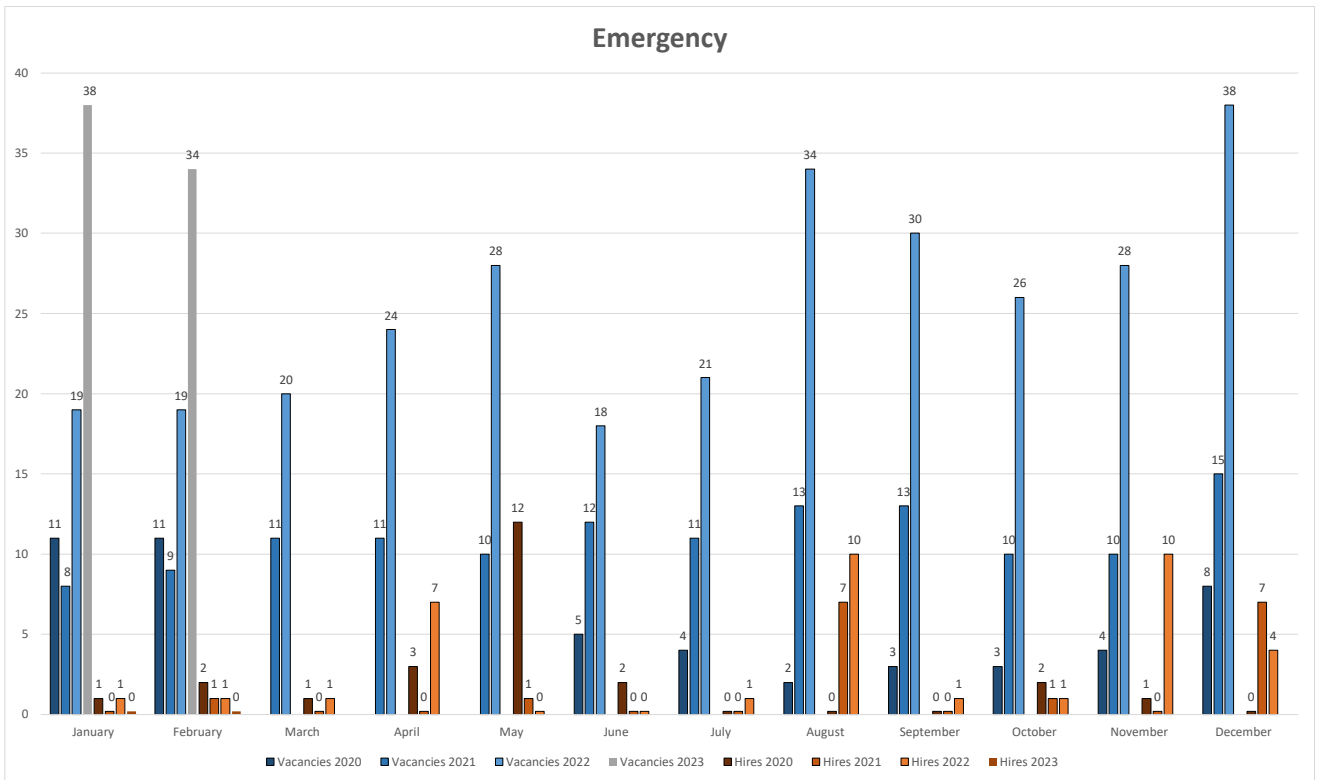
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2520	Morgue Attendant	1.00	1.00	0.00	0%
2522	Senior Morgue Attendant	1.00	1.00	0.00	0%
2551	MH Treatment Specialist	2.00	2.00	0.00	0%
2555	Physical Therapist Assistant	2.00	2.00	0.00	0%
2619	Senior Food Service Supervisor	1.00	1.00	0.00	0%
2620	Food Service Mgr Administrator	1.00	1.00	0.00	0%
2624	Dietitian	10.00	10.00	0.00	0%
2626	Chief Dietitian	1.00	1.00	0.00	0%
2738	Porter Assistant Supervisor	1.00	1.00	0.00	0%
2740	Porter Supervisor I	9.00	9.00	0.00	0%
2770	Senior Laundry Worker	2.00	2.00	0.00	0%
2785	Assistant General Services Mgr	4.00	4.00	0.00	0%
2846	Nutritionist	4.10	4.10	0.00	0%
2909	Hospital Eligibility Worker Supv	12.00	12.00	0.00	0%
2924	Medical Social Work Supv	2.00	2.00	0.00	0%
3530	Chaplain	1.00	1.00	0.00	0%
6138	Industrial Hygienist	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%
	<b>Grand Total</b>	<b>3192.94</b>	<b>2793.73</b>	<b>399.21</b>	<b>12.50%</b>

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
1664	Patient Accounts Manager	100%	0.00	1.00	Pending Requisition approval	5-10 days
1825	Principal Administrative Analyst II	100%	0.00	1.00	Pending Requisition approval	5-10 days
1840	Junior Management Assistant	100%	0.00	1.00	Interviews in Progress/Pending Selection	30 days
3422	Park Section Supervisor	100%	0.00	1.00	Pending Requisition Request by Hiring Manager	30 days
5177	Safety Officer	100%	0.00	1.00	Pending Announcement/Exam Administration	60-90 days
6139	Sr Industrial Hygienist	100%	0.00	1.00	Interviews in progress/Pending Selection	30 days
7205	Chief Stationary Engineer	100%	0.00	2.00	Pending Requisition approval	5-10 days
9910	HW II (Interpreter Trainee)	90%	1.00	9.00	Pending Announcement/Exam Administration	60-90 days
1408	Principal Clerk	67%	1.00	2.00	Pending Announcement/Exam Administration	60-90 days
2589	Health Program Coordinator I	67%	1.00	2.00	Interviews in progress/Pending Selection	30 days
922	Manager I	57%	3.00	4.00	Pending Requisition Request by Hiring Manager	30 days
931	Manager III	50%	6.00	6.00	Pending Req Approval/ Pending Announcement	5-10 days
1634	Principal Account Clerk	50%	1.00	1.00	Interviews in progress/Pending Selection	30 days
1822	Administrative Analyst	50%	2.00	2.00	Interviews in progress/Pending Selection	30 days
1824	Principal Administrative Analyst	50%	2.00	2.00	Interviews in progress/Pending Selection	30 days
1938	Stores & Equipment Asst Supv	50%	1.00	1.00	Pending Announcement/Exam Administration	60-90 days
2550	Sr Occupational Therapist	50%	1.00	1.00	Pending Requisition Approval	5-10 days
2554	Therapy Aide	50%	2.00	2.00	Interviews in Progress/Pending Selection	30 days
2656	Chef	50%	1.00	1.00	Pending Announcement/Exam Administration	60-90 days
5506	Project Manager III	50%	1.00	1.00	Pending Requisition Request by Hiring Manager	30 days
2586	Health Worker II	40%	46.00	30.50	Interviews in progress/Pending Selection	30 days
2310	Surgical Procedures Technician	39%	12.90	8.10	Pending Requisition Request by Hiring Manager	30 days
2119	Health Care Analyst	38%	10.00	6.00	Pending Announcement/Exam Administration	60-90 days
1429	Nurses Staffing Assistant	36%	7.70	4.30	Pending Announcement/Exam Administration	60-90 days
933	Manager V	33%	2.00	1.00	Pending Announcement/Exam Administration	60-90 days
1662	Patient Accounts Asst Supv	33%	2.00	1.00	Pending Requisition Request by Hiring Manager	30 days
2558	Senior Physical Therapist	33%	2.00	1.00	Interviews in Progress/Pending Selection	30 days
2591	Health Program Coordinator II	33%	2.00	1.00	Onboarding/Hired	10-20 days
2822	Health Educator	33%	2.00	1.00	Pending Requisition Request by Hiring Manager	30 days
2305	Psychiatric Technician	33%	29.20	14.20	Pending Announcement/Exam Administration	60-90 days
1406	Senior Clerk	32%	28.55	13.25	Interviews in progress/Pending Selection	30 days
1636	Health Care Billing Clerk II	28%	13.00	5.00	Pending Requisition Approval	5-10 days
1093	IT Operations Support Admin III	25%	3.00	1.00	Onboarding/Hired	10-20 days
1934	Storekeeper	25%	3.00	1.00	Interviews in progress/Pending Selection	30 days
2585	Health Worker I	25%	3.00	1.00	Onboarding/Hired	10-20 days
4320	Cashier I	25%	3.00	1.00	Interviews in progress/Pending Selection	30 days
7524	Institution Utility Worker	25%	3.00	1.00	Pending Requisition Request by Hiring Manager	30 days
2314	Public Health Team Leader	21%	18.80	5.00	Onboarding/Hired	10-20 days
941	Manager VI	20%	4.00	1.00	Pending Requisition Request by Hiring Manager	30 days
1404	Clerk	20%	4.00	1.00	Onboarding/Hired	10-20 days

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
3417	Gardener	20%	2.00	0.50	Pending Announcement/Exam Administration	60-90 days
7334	Stationary Engineer	19%	21.00	5.00	Interviews in progress/Pending Selection	30 days
2473	Diagnostic Medical Sonographer	19%	3.80	0.90	Pending Announcement/Exam Administration	60-90 days
1635	Health Care Billing Clerk I	17%	5.00	1.00	Pending Requisition approval	5-10 days
2903	Hospital Eligibility Worker	16%	103.10	19.70	Interviews in progress/Pending Selection	30 days
2328	Nurse Practitioner	15%	71.96	12.55	Interviews in progress/Pending Selection	30 days
1654	Accountant III	14%	6.00	1.00	Interviews in progress/Pending Selection	30 days
2406	Pharmacy Helper	14%	6.00	1.00	Onboarding/Hired	10-20 days
2496	Radiologic Technologist Supv	14%	6.00	1.00	Pending Announcement/Exam Administration	60-90 days
2548	Occupational Therapist	14%	15.09	2.50	Interviews in Progress/Pending Selection	30 days
2105	Patient Services Finance Tech	14%	7.00	1.10	Interviews in Progress/Pending Selection	30 days
2320	Registered Nurse	13%	893.45	131.70	Interviews in Progress/Pending Selection	30 days
2593	Health Program Coordinator III	13%	14.00	2.00	Pending Requisition approval	5-10 days
2587	Health Worker III	11%	24.00	2.99	Interviews in progress/Pending Selection	30 days
2622	Dietetic Technician	11%	5.00	0.60	Onboarding/Hired	10-20 days
1428	Unit Clerk	11%	43.20	5.10	Interviews in progress/Pending Selection	30 days
2312	Licensed Vocational Nurse	10%	48.85	5.70	Interviews in progress/Pending Selection	30 days
2322	Nurse Manager	10%	36.00	4.00	Interviews in progress/Pending Selection	30 days
2654	Cook	10%	9.00	1.00	Pending Announcement/Exam Administration	60-90 days
2471	Radiologic Technologist I, II, III	10%	18.90	2.00	Pending Requisition Approval	5-10 days



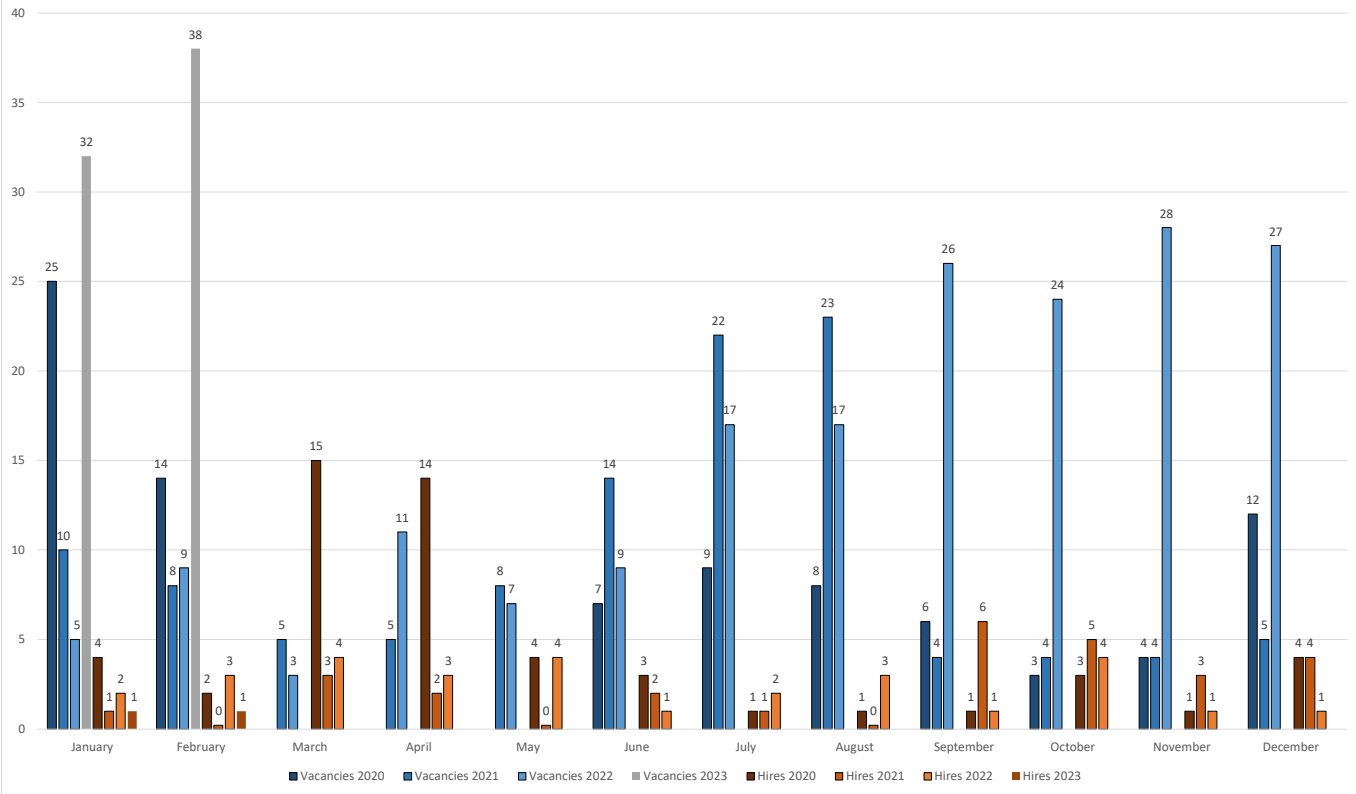




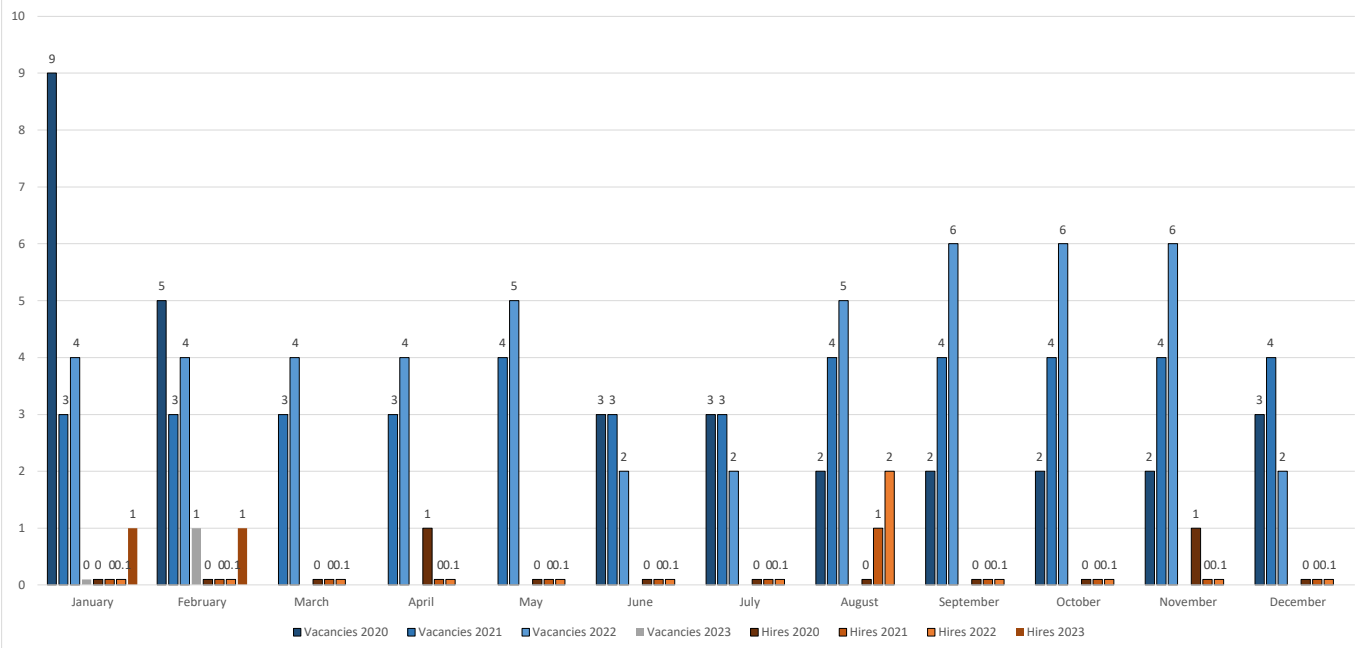
\*Vacancies are based on data reported in JCC Summary.

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

### Medical Surgical



### Surgery OR



**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
February	All Filled	N/A	11	3	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
February	308	308	0