

LHH HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (May 2023)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status (Vacancy rate over 10%)
 - Graphs: YTD vacancy rate, new hires, separations
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- 1) LHH vacancies increased in April to 12.6% from 12.3% in March.
We've hired a total of twenty-three (23) employees between April 1 and April 30, 2023, in various classifications and had three (3) separations during the same period with one (1) of those retirements.

- 2) RN vacancy rate decreased to 8.7% in April from 12.9% March.
Hiring Managers are making selections from a refreshed Long-Term Care (LTC) eligible list, we have 18.5 RN vacancies to fill.

- 3) HR conducts regular vacancy meetings with Program/Hiring Managers to review hiring.

- 4) **RN Highlights:**
 - Nine (9) FTE were filled in April
 - Eleven (11) 2320 RN's were selected by the hiring manager in April

- 5) **Non-RN Hiring Highlights:**
 - Final selections to be made for the Nursing Home Administrator and Director of Nursing Services by May 13
 - 0942 SFHN Executive Administrator for Support Services targeted to start on May 13
 - 0941 Administrator of Facilities Services and Capitol Projects targeted to start on May 29
 - Four (4) 2312 LVN's have been selected in April
 - As of May 2, 2023 Twenty-eight (28) hires are on the orientation schedule for May 2023



LHH Vacancy Report by FTE | May 2023*

Job Class	Job Title	Budgeted FTEs	Utilized FTEs	Vacant FTEs	Vacancy Rate
1630	Account Clerk	1.0	0.0	1.0	100.0%
1662	Patient Accounts Asst Sprv	1.0	0.0	1.0	100.0%
1670	Financial Systems Supervisor	1.0	0.0	1.0	100.0%
2105	Patient Svcs Finance Tech	1.0	0.0	1.0	100.0%
2106	Med Staff Svcs Dept Spc	1.0	0.0	1.0	100.0%
2119	Health Care Analyst	1.0	0.0	1.0	100.0%
2471	Radiologic Tech I II III	1.0	0.0	1.0	100.0%
2472	Radiologic Technologist Lead	1.0	0.0	1.0	100.0%
2574	Clinical Psychologist	1.0	0.0	1.0	100.0%
2608	Supply Room Attendant	1.0	0.0	1.0	100.0%
3370	Animal Care Attendant	1.0	0.0	1.0	100.0%
6138	Industrial Hygienist	1.0	0.0	1.0	100.0%
943	Manager VIII	1.0	0.0	1.0	100.0%
1165	Manager Dept Public Health	2.0	0.0	2.0	100.0%
1822	Administrative Analyst	3.0	0.0	3.0	100.0%
2588	Health Worker 4	9.0	3.0	6.0	66.7%
2230	Physician Specialist	3.1	1.1	2.0	64.5%
2591	Health Program Coordinator 2	7.0	3.0	4.0	57.1%
1634	Principal Account Clerk	2.0	1.0	1.0	50.0%
1824	Pr Administrative Analyst	2.0	1.0	1.0	50.0%
1942	Asst Materials Coordinator	2.0	1.0	1.0	50.0%
2586	Health Worker 2	2.0	1.0	1.0	50.0%
2785	Asst General Services Manager	2.0	1.0	1.0	50.0%
3530	Chaplain	2.0	1.0	1.0	50.0%
1632	Senior Account Clerk	3.0	2.0	1.0	33.3%
931	Manager III	3.0	2.0	1.0	33.3%
941	Manager VI	3.0	2.0	1.0	33.3%
922	Manager I	6.0	4.0	2.0	33.3%
2583	Home Health Aide	61.0	42.0	19.0	31.1%
2587	Health Worker 3	33.0	23.0	10.0	30.3%
2573	Clinical Neuropsychologist	3.5	2.5	1.0	28.6%
1654	Accountant III	4.0	3.0	1.0	25.0%
1636	Health Care Billing Clerk 2	8.0	6.0	2.0	25.0%
1934	Storekeeper	8.0	6.0	2.0	25.0%
2324	Nursing Supervisor	9.0	7.0	2.0	22.2%
7524	Institution Utility Worker	10.5	8.5	2.0	19.0%
2606	Senior Food Service Worker	11.5	9.5	2.0	17.4%



Job Class	Job Title	Budgeted FTEs	Utilized FTEs	Vacant FTEs	Vacancy Rate
2430	Medical Evaluations Assistant	6.0	5.0	1.0	16.7%
2322	Nurse Manager	28.0	24.0	4.0	14.3%
2303	Patient Care Assistant	399.0	349.0	50.0	12.5%
1429	Nurses Staffing Assistant	8.0	7.0	1.0	12.5%
2604	Food Service Worker	68.0	60.0	8.0	11.8%
2232	Senior Physician Specialist	22.8	20.4	2.4	10.6%
2548	Occupational Therapist	10.0	9.0	1.0	10.0%
2320	Registered Nurse	212.5	194.0	18.5	8.7%
2312	Licensed Vocational Nurse	109.5	100.0	9.5	8.7%
7334	Stationary Engineer	13.0	12.0	1.0	7.7%
2302	Nursing Assistant	57.0	54.0	3.0	5.3%
2736	Porter	105.0	100.0	5.0	4.8%
2920	Medical Social Worker	19.7	19.2	0.5	2.5%
1246	Prin Human Resources Analyst	1.0	1.0	0.0	0.0%
1404	Clerk	1.0	1.0	0.0	0.0%
1408	Principal Clerk	1.0	1.0	0.0	0.0%
1652	Accountant II	1.0	1.0	0.0	0.0%
1663	Patient Accounts Supervisor	1.0	1.0	0.0	0.0%
1664	Patient Accounts Manager	1.0	1.0	0.0	0.0%
1820	Junior Administrative Analyst	1.0	1.0	0.0	0.0%
1825	Prnpl Admin Analyst II	2.0	2.0	0.0	0.0%
1944	Materials Coordinator	1.0	1.0	0.0	0.0%
2110	Medical Records Clerk	1.0	1.0	0.0	0.0%
2233	Supervising Physician Spec	1.0	1.0	0.0	0.0%
2392	Sr Cent Proc & Dist Tech	1.0	1.0	0.0	0.0%
2424	X-Ray Laboratory Aide	1.0	1.0	0.0	0.0%
2453	Supervising Pharmacist	1.0	1.0	0.0	0.0%
2550	Senior Occupational Therapist	1.0	1.0	0.0	0.0%
2619	Senior Food Service Supervisor	1.0	1.0	0.0	0.0%
2626	Chief Dietitian	1.0	1.0	0.0	0.0%
2656	Chef	1.0	1.0	0.0	0.0%
2738	Porter Assistant Supervisor	1.0	1.0	0.0	0.0%
2922	Senior Medical Social Worker	1.0	1.0	0.0	0.0%
5268	Architect	1.0	1.0	0.0	0.0%
6139	Senior Industrial Hygienist	1.0	1.0	0.0	0.0%
7120	Bldgs & Grounds Maint Supt	1.0	1.0	0.0	0.0%
7203	Bldgs & Grounds Maint Sprv	1.0	1.0	0.0	0.0%
7205	Chief Stationary Engineer	1.0	1.0	0.0	0.0%
7355	Truck Driver	1.0	1.0	0.0	0.0%



Job Class	Job Title	Budgeted FTEs	Utilized FTEs	Vacant FTEs	Vacancy Rate
933	Manager V	1.0	1.0	0.0	0.0%
942	Manager VII	1.0	1.0	0.0	0.0%
1635	Health Care Billing Clerk 1	2.0	2.0	0.0	0.0%
1637	Patient Accounts Clerk	2.0	2.0	0.0	0.0%
1657	Accountant IV	2.0	2.0	0.0	0.0%
2390	Central Processing & Dist Tech	4.0	4.0	0.0	0.0%
2542	Speech Pathologist	2.0	2.0	0.0	0.0%
2555	Physical Therapist Assistant	2.0	2.0	0.0	0.0%
2558	Senior Physical Therapist	2.0	2.0	0.0	0.0%
2593	Health Program Coordinator 3	2.0	2.0	0.0	0.0%
2924	Medical Social Worker Supervisor	2.0	2.0	0.0	0.0%
3417	Gardener	2.0	2.0	0.0	0.0%
4321	Cashier 2	2.0	2.0	0.0	0.0%
7324	Beautician	2.0	2.0	0.0	0.0%
7342	Locksmith	2.0	2.0	0.0	0.0%
7344	Carpenter	2.0	2.0	0.0	0.0%
7345	Electrician	2.0	2.0	0.0	0.0%
7346	Painter	2.0	2.0	0.0	0.0%
7347	Plumber	2.0	2.0	0.0	0.0%
923	Manager II	2.0	2.0	0.0	0.0%
2536	Respiratory Care Practitioner	3.0	3.0	0.0	0.0%
2618	Food Service Supervisor	3.0	3.0	0.0	0.0%
2620	Food Service Mgr Administrator	3.0	3.0	0.0	0.0%
2622	Dietetic Technician	3.0	3.0	0.0	0.0%
2930	Psychiatric Social Worker	3.0	3.0	0.0	0.0%
7335	Senior Stationary Engineer	3.0	3.0	0.0	0.0%
1708	Senior Telephone Operator	3.5	3.5	0.0	0.0%
2242	Sr Psychiatric Physician Spec	3.6	3.6	0.0	0.0%
1823	Senior Administrative Analyst	4.0	4.0	0.0	0.0%
2454	Clinical Pharmacist	4.0	4.0	0.0	0.0%
2323	Clinical Nurse Specialist	5.0	5.0	0.0	0.0%
2903	Hospital Eligibility Worker	6.0	6.0	0.0	0.0%
2908	Sen Hospital Eligibility Worker	6.0	6.0	0.0	0.0%
2554	Therapy Aide	7.0	7.0	0.0	0.0%
2740	Porter Supervisor 1	7.0	7.0	0.0	0.0%
2624	Dietitian	8.5	8.5	0.0	0.0%
2450	Pharmacist	9.3	9.3	0.0	0.0%
2654	Cook	10.0	10.0	0.0	0.0%
1406	Senior Clerk	11.0	11.0	0.0	0.0%



Job Class	Job Title	Budgeted FTEs	Utilized FTEs	Vacant FTEs	Vacancy Rate
2409	Pharmacy Technician	14.0	14.0	0.0	0.0%
2556	Physical Therapist	14.3	14.3	0.0	0.0%
1428	Unit Clerk	16.0	16.0	0.0	0.0%
Grand Total		1,485.2	1,298.3	186.9	12.6%



LHH Status of Vacancy Rates Over 10% | May 2023*

Job Class	Job Title	Vacancy Rate	Utilized FTEs	Vacant FTEs	Notes
1630	Account Clerk	100.0%	0.0	1.0	Pending requisition approval
1662	Patient Accounts Asst Sprv	100.0%	0.0	1.0	Pending announcement/exam administration
1670	Financial Systems Supervisor	100.0%	0.0	1.0	Interviews in progress/ pending Selection
2105	Patient Svcs Finance Tech	100.0%	0.0	1.0	Pending requisition request by hiring manager
2106	Med Staff Svcs Dept Spc	100.0%	0.0	1.0	Pending announcement/exam administration
2119	Health Care Analyst	100.0%	0.0	1.0	Interviews in progress/ pending selection
2471	Radiologic Tech I II III	100.0%	0.0	1.0	Interviews in progress/ pending selection
2472	Radiologic Technologist Lead	100.0%	0.0	1.0	Pending announcement/exam administration
2574	Clinical Psychologist	100.0%	0.0	1.0	Pending announcement/exam administration
2608	Supply Room Attendant	100.0%	0.0	1.0	Pending announcement/exam administration
3370	Animal Care Attendant	100.0%	0.0	1.0	Pending announcement/exam administration
6138	Industrial Hygienist	100.0%	0.0	1.0	Pending requisition request by hiring manager
943	Manager VIII	100.0%	0.0	1.0	Pending requisition request by hiring manager
1165	Manager Dept Public Health	100.0%	0.0	2.0	Pending announcement/exam administration
1822	Administrative Analyst	100.0%	0.0	3.0	Pending requisition approval
2588	Health Worker 4	66.7%	3.0	6.0	Interviews in progress/pending selection
2230	Physician Specialist	64.5%	1.1	2.0	Interviews in progress/pending selection
2591	Health Program Coordinator 2	57.1%	3.0	4.0	Pending req from manager/Interview in progress
1634	Principal Account Clerk	50.0%	1.0	1.0	Interviews in progress/pending selection
1824	Pr Administrative Analyst	50.0%	1.0	1.0	Pending announcement/exam administration
1942	Asst Materials Coordinator	50.0%	1.0	1.0	Pending announcement/exam administration
2586	Health Worker 2	50.0%	1.0	1.0	Pending announcement/exam administration
2785	Asst General Services Manager	50.0%	1.0	1.0	Pending announcement/exam administration
3530	Chaplain	50.0%	1.0	1.0	Pending announcement/exam administration
1632	Senior Account Clerk	33.3%	2.0	1.0	Pending requisition request by hiring manager
931	Manager III	33.3%	2.0	1.0	Pending announcement/exam administration
941	Manager VI	33.3%	2.0	1.0	Pending requisition request by hiring manager
922	Manager I	33.3%	4.0	2.0	Pending announcement/exam administration
2583	Home Health Aide	31.1%	42.0	19.0	Pending announcement/exam administration
2587	Health Worker 3	30.3%	23.0	10.0	Interviews in progress/pending selection
2573	Clinical Neuropsychologist	28.6%	2.5	1.0	Pending announcement/exam administration
1654	Accountant III	25.0%	3.0	1.0	Pending requisition request by hiring manager
1636	Health Care Billing Clerk 2	25.0%	6.0	2.0	Interviews in progress/pending selection
1934	Storekeeper	25.0%	6.0	2.0	Pending announcement/exam administration
2324	Nursing Supervisor	22.2%	7.0	2.0	Pending announcement/exam administration
7524	Institution Utility Worker	19.0%	8.5	2.0	Pending announcement/exam administration
2606	Senior Food Service Worker	17.4%	9.5	2.0	Pending announcement/exam administration
2430	Medical Evaluations Assistant	16.7%	5.0	1.0	Pending announcement/exam administration
2322	Nurse Manager	14.3%	24.0	4.0	Pending announcement/exam administration
2303	Patient Care Assistant	12.5%	349.0	50.0	Interviews in progress/ pending selection



Job Class	Job Title	Vacancy Rate	Utilized FTEs	Vacant FTEs	Notes
1429	Nurses Staffing Assistant	12.5%	7.0	1.0	Pending requisition approval
2604	Food Service Worker	11.8%	60.0	8.0	Pending announcement/exam administration
2232	Senior Physician Specialist	10.6%	20.4	2.4	Pending requisition request by hiring manager
2548	Occupational Therapist	10.0%	9.0	1.0	Pending requisition request by hiring manager



LHH Vacancy Rate, Hires & Separations | May 2023

