

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (JUNE 2023)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status (Vacancy rate over 10%)
 - Graphs: YTD vacancy rate, new hires, and separations
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1) Total hospital vacancies decreased to 10.90% as of May 2023, which is down from 11.74% in April 2023. We've hired a total of forty-two (42) employees between May 1 and May 31, 2023, in various classifications including RNs and had twelve (12) separations during the same period of which two (2) were retirements.

2) RN vacancy rate decreased to **7.9%** this past month.

The RN eligible lists are updated more frequently based on need and availability of qualified candidates, allowing for quicker access to candidates.

To mitigate challenges in hiring nurses:

- Fifteen (15) P103 Per Diem nurses were hired last month to fill gaps in vacancies
- Hiring Managers use various selection processes, including application review, to make selections quickly
- There are on-going communications with stakeholders on ways to reduce hiring timeline

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-
 - 12 Experienced vacancies (16.0 % RNs in this specialty) and one (1) selection made with target start work date on July 8, 2023
- Critical Care Unit -
 - 8 Experienced vacancies (4.9% of RNs in this specialty) and five (5) selections made with target start work dates on June 24, 2023 and July 8, 2023
- Med-Surgical Unit-
 - 11 Experienced vacancies (7.9% of RNs within this specialty) with nine (9) selections made with start work dates on June 24, 2023 and July 8, 2023
- OR Unit-
 - Zero (0) Experienced vacancies (0% of RNs within this specialty)

5) **RN Training Update:**

- Next Critical Care Training program anticipated on October 2, 2023, with a cohort of up to ten (10)
- Next Emergency Care Training Program anticipated July 24, 2023, with a cohort of up to twenty (20)
- Next Med/Surg Training Program is targeted for July 2023 with a cohort of up to ten (10)

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

- One (1) 0931 Chief Administrative Officer, ZSFG
- One (1) 2325 Nurse Midwife
- One (1) 1950 Assistant Purchaser
- One (1) 2593 Health Program Coordinator II
- Two (2) 2920 Medical Social Workers

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1664	Patient Accounts Manager	1.00	0.00	1.00	100.0%
1825	Prnpl Admin Analyst II	1.00	0.00	1.00	100.0%
1840	Medical Records Tech Sprv	1.00	0.00	1.00	100.0%
2626	Chief Dietitian	1.00	0.00	1.00	100.0%
3422	Park Section Supervisor	1.00	0.00	1.00	100.0%
5177	Safety Officer	1.00	0.00	1.00	100.0%
6139	Senior Industrial Hygienist	1.00	0.00	1.00	100.0%
9910	Public Service Trainee	10.00	1.00	9.00	90.0%
1662	Patient Accounts Asst Sprv	3.00	1.00	2.00	66.7%
2540	Audiologist	2.10	1.00	1.10	52.4%
1634	Accountant II	2.00	1.00	1.00	50.0%
1822	Accountant II	4.00	2.00	2.00	50.0%
1824	Pr Administrative Analyst	4.00	2.00	2.00	50.0%
1938	Stores & Equip Asst Sprv	2.00	1.00	1.00	50.0%
2656	Chef	2.00	1.00	1.00	50.0%
5506	Project Manager 3	2.00	1.00	1.00	50.0%
0922	Manager I	7.00	4.00	3.00	42.9%
0931	Manager III	12.00	7.00	5.00	41.7%
2119	Health Care Analyst	17.00	10.00	7.00	41.2%
2586	Health Worker 2	76.50	47.00	29.50	38.6%
2310	Surgical Procedures Technician	21.00	13.00	8.00	38.1%
2305	Psychiatric Technician	42.40	28.10	14.30	33.7%
0933	Manager V	3.00	2.00	1.00	33.3%
1942	Asst Materials Coordinator	3.00	2.00	1.00	33.3%
2558	Senior Physical Therapist	3.00	2.00	1.00	33.3%
2591	Health Program Coordinator 2	3.00	2.00	1.00	33.3%
1636	Health Care Billing Clerk 2	17.00	12.00	5.00	29.4%
2314	Public Health Team Leader	23.80	17.00	6.80	28.6%
1654	Accountant III	7.00	5.00	2.00	28.6%
2622	Dietetic Technician	5.60	4.00	1.60	28.6%
1429	Nurses Staffing Assistant	12.00	8.70	3.30	27.5%
1934	Storekeeper	4.00	3.00	1.00	25.0%
2585	Health Worker 1	4.00	3.00	1.00	25.0%
2785	Asst General Services Manager	4.00	3.00	1.00	25.0%
7524	Institution Utility Worker	4.00	3.00	1.00	25.0%
1406	Senior Clerk	41.80	32.00	9.80	23.4%
2473	Diag Med Sonographer I II III	4.80	3.79	1.01	21.0%
2471	Radiologic Tech I II III	17.90	14.30	3.60	20.1%
0941	Manager VI	5.00	4.00	1.00	20.0%
1093	IT Operations Support Admn III	5.00	4.00	1.00	20.0%
1404	Clerk	5.00	4.00	1.00	20.0%
2654	Cook	10.00	8.00	2.00	20.0%
3417	Gardener	2.50	2.00	0.50	20.0%
P103	Special Nurse	5.77	4.73	1.04	18.0%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1632	Senior Account Clerk	6.00	5.00	1.00	16.7%
1663	Patient Accounts Supervisor	6.00	5.00	1.00	16.7%
2909	Hospital Elig Wrk Supervisor	12.00	10.00	2.00	16.7%
2930	Psychiatric Social Worker	17.50	14.80	2.70	15.4%
2903	Eligibility Worker	119.04	100.84	18.20	15.3%
2406	Pharmacy Helper	7.00	6.00	1.00	14.3%
2496	Radiologic Tech Sprv	7.00	6.00	1.00	14.3%
2105	Patient Svcs Finance Tech	8.10	7.00	1.10	13.6%
2330	Anesthetist	13.40	11.60	1.80	13.4%
2548	Occupational Therapist	17.59	15.29	2.30	13.1%
2453	Supervising Pharmacist	8.00	7.00	1.00	12.5%
2593	Health Program Coordinator 3	16.00	14.00	2.00	12.5%
2908	Hospital Eligibility Worker	72.60	63.60	9.00	12.4%
7334	Stationary Engineer	26.00	23.00	3.00	11.5%
2920	Medical Social Worker	34.69	30.69	4.00	11.5%
2312	Licensed Vocational Nurse	54.05	48.25	5.80	10.7%
2430	Medical Evaluations Assistant	168.56	151.70	16.86	10.0%
2328	Nurse Practitioner	84.71	77.01	7.70	9.1%
2324	Nursing Supervisor	12.00	11.00	1.00	8.3%
2390	Central Processing & Dist Tech	24.80	22.80	2.00	8.1%
2320	Registered Nurse	1022.75	942.15	80.60	7.9%
1637	Patient Accounts Clerk	26.00	24.00	2.00	7.7%
2322	Nurse Manager	40.00	37.00	3.00	7.5%
2587	Health Worker 3	27.00	25.00	2.00	7.4%
2606	Senior Food Service Worker	7.00	6.50	0.50	7.1%
2450	Pharmacist	30.50	28.50	2.00	6.6%
2303	Patient Care Assistant	193.22	181.00	12.22	6.3%
1428	Unit Clerk	48.30	45.30	3.00	6.2%
2409	Pharmacy Technician	57.50	54.00	3.50	6.1%
2424	X-Ray Laboratory Aide	33.50	31.50	2.00	6.0%
2556	Physical Therapist	25.40	24.40	1.00	3.9%
2604	Food Service Worker	55.10	53.00	2.10	3.8%
2736	Porter	192.50	185.70	6.80	3.5%
2542	Speech Pathologist	6.20	6.00	0.20	3.2%
2454	Clinical Pharmacist	35.50	34.50	1.00	2.8%
0923	Manager II	7.00	7.00	0.00	0.0%
0942	Manager VII	3.00	3.00	0.00	0.0%
0943	Manager VIII	1.00	1.00	0.00	0.0%
1052	IS Business Analyst	1.00	1.00	0.00	0.0%
1165	Manager Dept Public Health	1.00	1.00	0.00	0.0%
1167	Physician Administrator DPH	1.00	1.00	0.00	0.0%
1408	Principal Clerk	2.00	2.00	0.00	0.0%
1410	Chief Clerk	3.00	3.00	0.00	0.0%
1635	Health Care Billing Clerk 1	5.00	5.00	0.00	0.0%

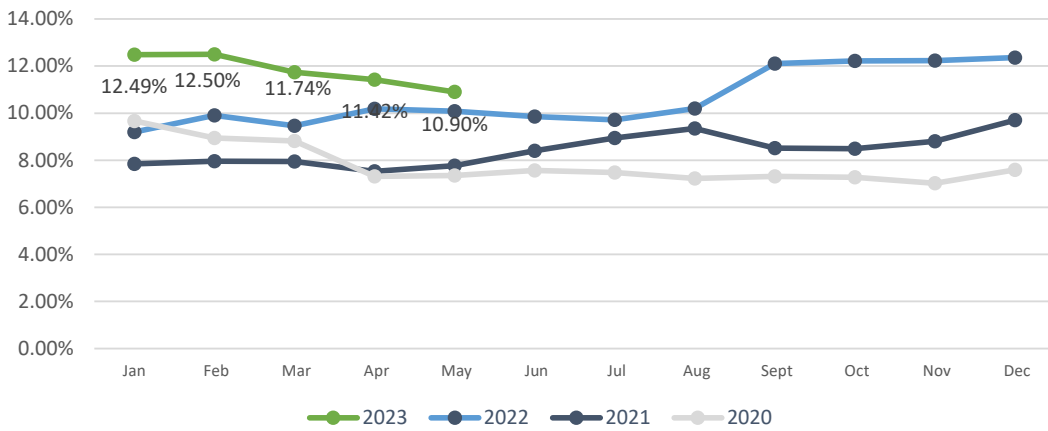
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1649	Accountant Intern	1.00	1.00	0.00	0.0%
1652	Accountant II	2.00	2.00	0.00	0.0%
1657	Accountant IV	3.00	3.00	0.00	0.0%
1708	Senior Telephone Operator	11.00	11.00	0.00	0.0%
1710	Chief Telephone Operator	1.00	1.00	0.00	0.0%
1823	Senior Administrative Analyst	2.00	2.00	0.00	0.0%
1922	Senior Inventory Clerk	1.00	1.00	0.00	0.0%
1932	Assistant Storekeeper	17.00	17.00	0.00	0.0%
1936	Senior Storekeeper	1.00	1.00	0.00	0.0%
1950	Assistant Purchaser	4.00	4.00	0.00	0.0%
2106	Med Staff Svcs Dept Spc	3.00	3.00	0.00	0.0%
2107	Med Staff Svcs Dept Anl	2.00	2.00	0.00	0.0%
2110	Medical Records Clerk	3.00	3.00	0.00	0.0%
2112	Medical Records Technician	4.00	4.00	0.00	0.0%
2114	Medical Records Tech Sprv	1.00	1.00	0.00	0.0%
2202	Dental Aide	2.00	2.00	0.00	0.0%
2218	Physician Assistant	8.60	8.60	0.00	0.0%
2302	Nursing Assistant	4.00	4.00	0.00	0.0%
2323	Clinical Nurse Specialist	8.00	8.00	0.00	0.0%
2325	Nurse Midwife	3.20	3.20	0.00	0.0%
2326	Nursing Supervisor Psychiatric	1.00	1.00	0.00	0.0%
2392	Sr Cent Proc & Dist Tech	2.00	2.00	0.00	0.0%
2408	Senior Pharmacy Helper	1.00	1.00	0.00	0.0%
2436	Electroencephalograph Tech 1	2.00	2.00	0.00	0.0%
2467	Diagnostic Imaging Tech I	24.00	24.00	0.00	0.0%
2468	Diagnostic Imaging Tech II	32.00	32.00	0.00	0.0%
2469	Diagnostic Imaging Tech III	3.80	3.80	0.00	0.0%
2470	Diagnostic Imaging Tech IV	7.20	7.20	0.00	0.0%
2472	Radiologic Technologist Lead	3.00	3.00	0.00	0.0%
2514	Orthopedic Technician 1	1.00	1.00	0.00	0.0%
2515	Orthopedic Technician 2	1.00	1.00	0.00	0.0%
2520	Morgue Attendant	1.00	1.00	0.00	0.0%
2524	Senior Morgue Attendant	1.00	1.00	0.00	0.0%
2550	Senior Occupational Therapist	2.00	2.00	0.00	0.0%
2551	Mental Hlth Treatment Spec	2.00	2.00	0.00	0.0%
2554	Therapy Aide	4.00	4.00	0.00	0.0%
2555	Physical Therapist Assistant	2.00	2.00	0.00	0.0%
2589	Health Program Coordinator 1	3.00	3.00	0.00	0.0%
2618	Food Service Supervisor	7.00	7.00	0.00	0.0%
2619	Senior Food Service Supervisor	1.00	1.00	0.00	0.0%
2620	Food Service Mgr Administrator	1.00	1.00	0.00	0.0%
2624	Dietitian	10.80	10.80	0.00	0.0%
2738	Porter Assistant Supervisor	1.00	1.00	0.00	0.0%
2740	Porter Supervisor 1	9.00	9.00	0.00	0.0%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2770	Senior Laundry Worker	2.00	2.00	0.00	0.0%
2822	Health Educator	2.00	2.00	0.00	0.0%
2846	Nutritionist	4.60	4.60	0.00	0.0%
2924	Medical Social Work Supervisor	2.00	2.00	0.00	0.0%
3530	Chaplain	1.00	1.00	0.00	0.0%
4320	Cashier 1	4.00	4.00	0.00	0.0%
6138	Industrial Hygienist	1.00	1.00	0.00	0.0%
7120	Bldgs & Grounds Maint Supt	1.00	1.00	0.00	0.0%
7203	Bldg & Grounds Maint Sprv	2.00	2.00	0.00	0.0%
7205	Chief Stationary Engineer	2.00	2.00	0.00	0.0%
7213	Plumber Supervisor 1	1.00	1.00	0.00	0.0%
7236	Locksmith Supervisor 1	1.00	1.00	0.00	0.0%
7242	Painter Supervisor 1	1.00	1.00	0.00	0.0%
7335	Senior Stationary Engineer	6.00	6.00	0.00	0.0%
7342	Locksmith	2.00	2.00	0.00	0.0%
7344	Carpenter	2.00	2.00	0.00	0.0%
7345	Electrician	1.00	1.00	0.00	0.0%
7346	Painter	4.00	4.00	0.00	0.0%
7347	Plumber	2.00	2.00	0.00	0.0%
7348	Steamfitter	1.00	1.00	0.00	0.0%
		3191.88	2843.95	347.93	10.90%

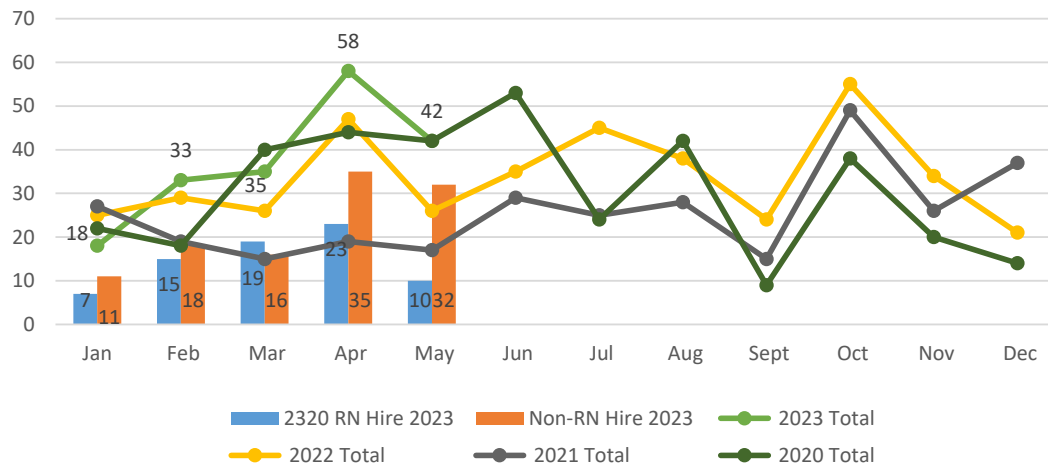
Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
1664	Patient Accounts Manager	100%	0.0	1.0	Pending Requisition approval	5-10 days
1825	Prnpl Admin Analyst II	100%	0.0	1.0	Pending Requisition approval	5-10 days
1840	Medical Records Tech Sprv	100%	0.0	1.0		
2626	Chief Dietitian	100%	0.0	1.0		
3422	Park Section Supervisor	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
5177	Safety Officer	100%	0.0	1.0	Pending Announcement/Exam Administration (tx to 0931 Pending F3 app)	5-10 days
6139	Senior Industrial Hygienist	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
9910	Public Service Trainee	90%	1.0	9.0	Pending Announcement/Exam Administration	60-90 days
1662	Patient Accounts Asst Sprv	67%	1.0	2.0	Pending Requisition Request by Hiring Manager	30 days
2540	Audiologist	52%	1.0	1.1		
1634	Accountant II	50%	1.0	1.0	Pending Requisition approval	5-10 days
1822	Accountant II	50%	2.0	2.0	Onboarding	10-20 days
1824	Pr Administrative Analyst	50%	2.0	2.0	Interviews in progress/Pending Selection	30 days
1938	Stores & Equip Asst Sprv	50%	1.0	1.0	Pending Announcement/Exam Administration	60-90 days
2656	Chef	50%	1.0	1.0	Pending Announcement/Exam Administration	60-90 days
5506	Project Manager 3	50%	1.0	1.0	Pending Requisition Request by Hiring Manager	30 days
0922	Manager I	43%	4.0	3.0	Pending Announcement/Exam Administration	30 days
0931	Manager III	42%	7.0	5.0	Pending Announcement/Exam Administration	60-90 days
2119	Health Care Analyst	41%	10.0	7.0	Pending Announcement/Exam Administration	60-90 days
2586	Health Worker 2	39%	47.0	29.5	1 onboarding; Pending Requisition Request by Hiring Manager	5-10 days
2310	Surgical Procedures Technician	38%	13.0	8.0	3 pending approval; 4 roll thru reassignment	60-90 days
2305	Psychiatric Technician	34%	28.1	14.3	Out of 9 vacancies have submitted 5 RTHs; still reviewing other applicants for possible selection; Interviews in progress	30 days
0933	Manager V	33%	2.0	1.0	Pending Announcement/Exam Administration	60-90 days
1942	Asst Materials Coordinator	33%	2.0	1.0	Interviews in progress/Pending Selection	
2558	Senior Physical Therapist	33%	2.0	1.0	Interviews in Progress/Pending Selection	30 days
2591	Health Program Coordinator 2	33%	2.0	1.0	Onboarding	10-20 days
1636	Health Care Billing Clerk 2	29%	12.0	5.0	Pending Requisition Approval	5-10 days
2314	Public Health Team Leader	29%	17.0	6.8	Interviews in progress	10-20 days
1654	Accountant III	29%	5.0	2.0	Interviews in progress/Pending Selection	30 days
2622	Dietetic Technician	29%	4.0	1.6	Pending Announcement/Exam Administration	60-90 days
1429	Nurses Staffing Assistant	28%	8.7	3.3	3 RTH submitted; 1 pending selection	30 days
1934	Storekeeper	25%	3.0	1.0	Pending Announcement/Exam Administration	30 days

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
2585	Health Worker 1	25%	3.0	1.0	Vacant one is not my group	10-20 days
2785	Asst General Services Manager	25%	3.0	1.0	Started 04/08/2023	
7524	Institution Utility Worker	25%	3.0	1.0	Pending Announcement/Exam Administration	60-90 days
1406	Senior Clerk	23%	32.0	9.8	1 RTH Vetting and 1 hired SWD 04/15/23	10-20 days
2473	Diag Med Sonographer I II III	21%	3.8	1.0	Pending Announcement/Exam Administration	60-90 days
2471	Radiologic Tech I II III	20%	14.3	3.6	Pending Requisition Approval	5-10 days
0941	Manager VI	20%	4.0	1.0	Pending Requisition Request by Hiring Manager	30 days
1093	IT Operations Support Admn III	20%	4.0	1.0	Onboarding	10-20 days
1404	Clerk	20%	4.0	1.0	Onboarding	10-20 days
2654	Cook	20%	8.0	2.0	Pending Announcement/Exam Administration	60-90 days
3417	Gardener	20%	2.0	0.5	Pending Announcement/Exam Administration	60-90 days
P103	Special Nurse	18%	4.7	1.0		
1632	Senior Account Clerk	17%	5.0	1.0		
1663	Patient Accounts Supervisor	17%	5.0	1.0		
2909	Hospital Elig Wrk Supervisor	17%	10.0	2.0	Interviews in Progress/Pending Selection	30 days
2930	Psychiatric Social Worker	15%	14.8	2.7	1 REA RTH and 1 RTH from eligbe list	30 days
2903	Eligibility Worker	15%	100.8	18.2	Interviews in progress/Pending Selection	30 days
2406	Pharmacy Helper	14%	6.0	1.0	Onboarding	10-20 days
2496	Radiologic Tech Sprv	14%	6.0	1.0	Pending Announcement/Exam Administration	60-90 days
2105	Patient Svcs Finance Tech	14%	7.0	1.1	1 hire slated for SWD of 06/10/23	30 days
2330	Anesthetist	13%	11.6	1.8	1 onboarding and 1 pending new recruitment since last selection declined	
2548	Occupational Therapist	13%	15.3	2.3	Pending Requisition approval	
2453	Supervising Pharmacist	13%	7.0	1.0	Pending Announcement/Exam Administration	60-90 days
2593	Health Program Coordinator 3	13%	14.0	2.0	1 selection proess	60-90 days
2908	Hospital Eligibility Worker	12%	63.6	9.0	2 REA RTHs in vetting process	
7334	Stationary Engineer	12%	23.0	3.0	Pending Announcement/Exam Administration	60-90 days
2920	Medical Social Worker	12%	30.7	4.0	2 vacancies awaiting result of job announcement/result of exam	
2312	Licensed Vocational Nurse	11%	48.3	5.8	1 onboarding process	30 days
2430	Medical Evaluations Assistant	10%	151.7	16.9		

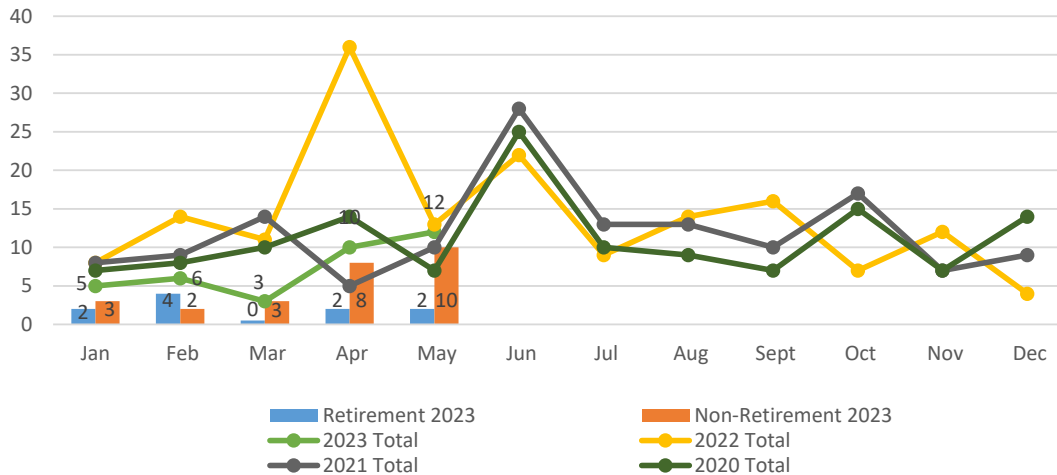
ZSFG Vacancy Rate Trend

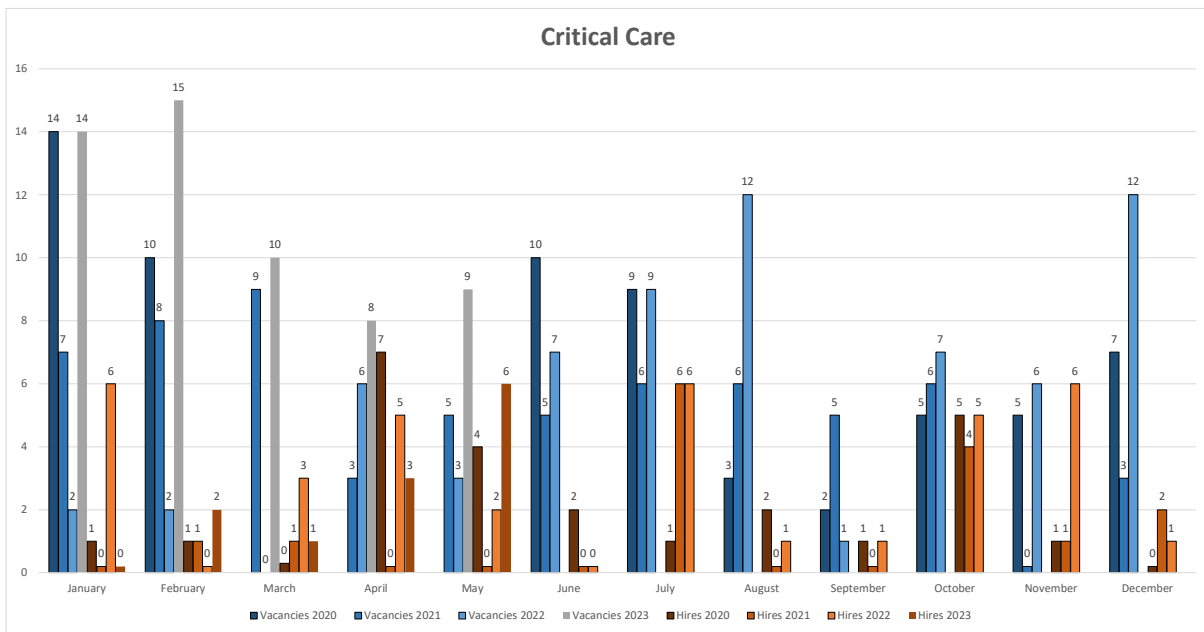
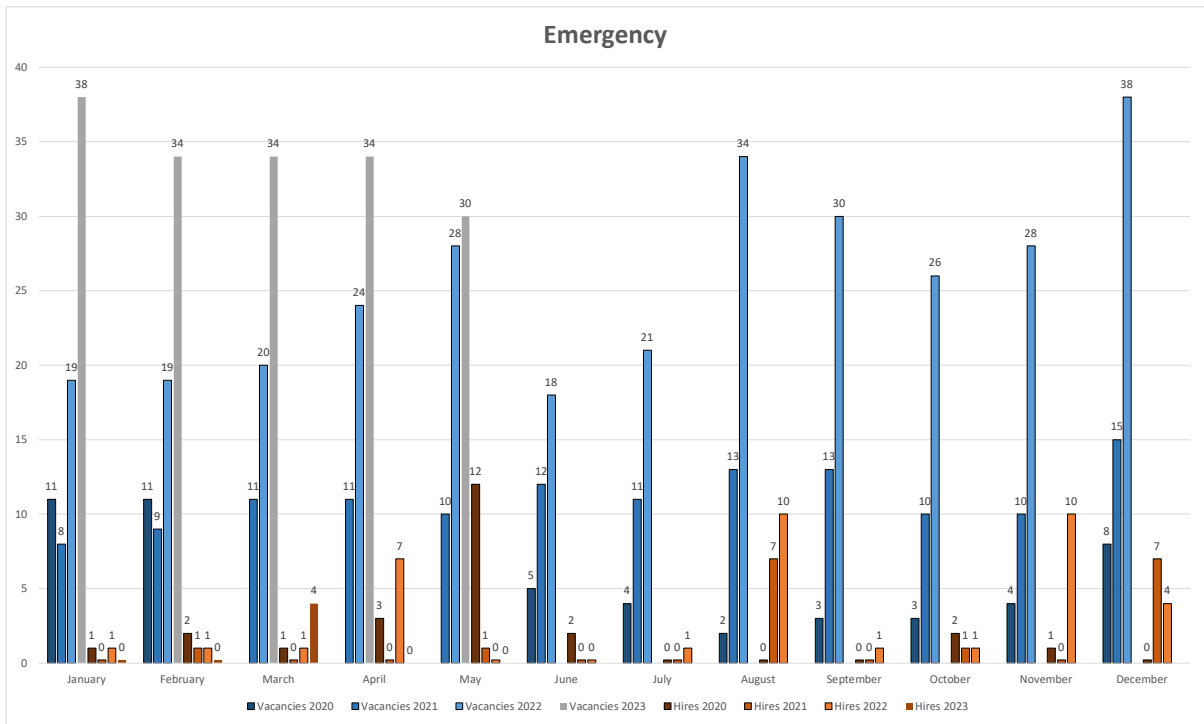


ZSFG New Hire Trend



ZSFG Separation Trend

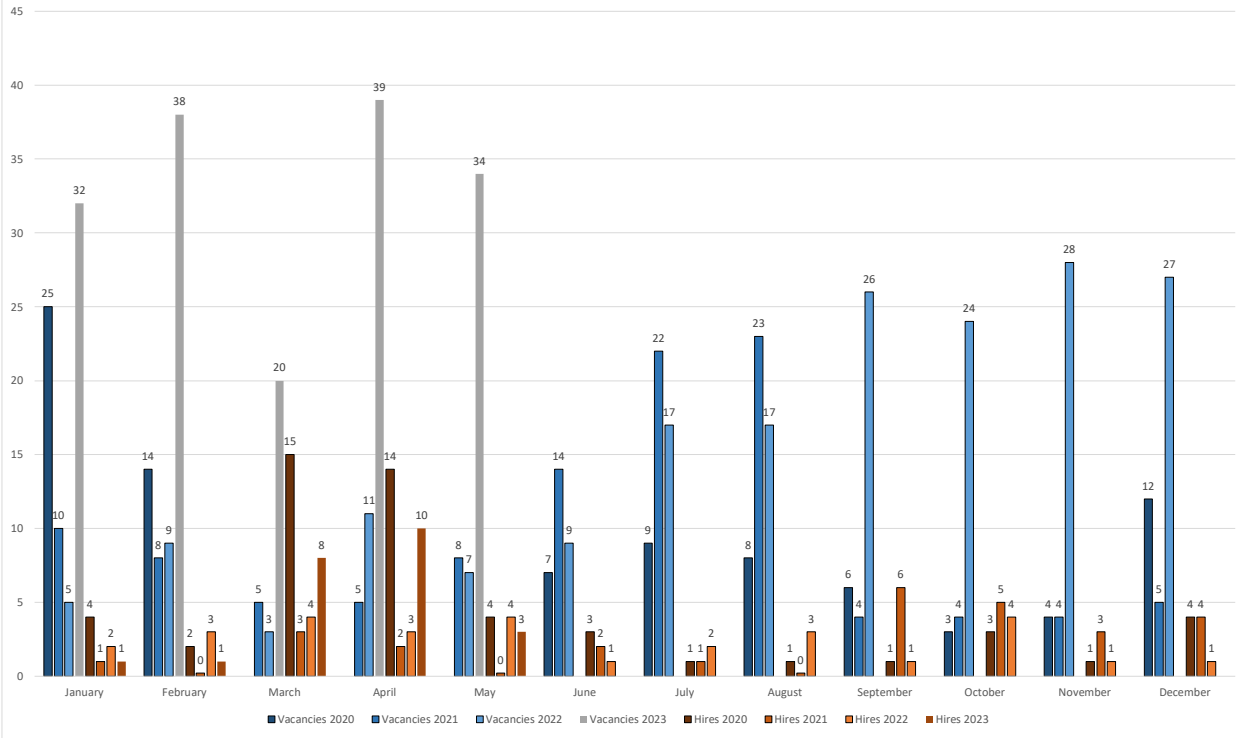




*Vacancies are based on data reported in JCC Summary.

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

Medical Surgical



Surgery OR

