

# ZSFG HUMAN RESOURCE SERVICES REPORT

## Submitted to the Joint Conference Committee (JULY 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 slightly decreased to 10.86% as of June 2023, which is down from 10.90% in May 2023. We've hired a total of thirty-four (34) employees between June 1 and June 30, 2023, in various classifications including RNs and had thirty-two (32) separations during the same period of which twenty-two (22) were retirements.

2) RN vacancy rate slightly increased to **8.1%** this past month.

#### To mitigate challenges in hiring nurses:

- Seven (7) 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
- RN Recruiters work directly with hiring managers and HR team to determine the best approach for recruitment. Jobs are posted in various platforms, such as LinkedIn, Indeed, ZipRecruiter, and association sites. Recruiters source candidates both virtually and through outreach to Community-based Organizations, schools, as well as other pipelines. Additionally, recruiters attend job fairs and stay on top of healthcare market trends to engage a diverse pool of potential qualified candidates.
- Stakeholders continue to review the RN application and hiring process to reduce the 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 (14.0 % RNs in this specialty) and two (2) selections made with target start work date on August 19, 2023
- Critical Care Unit -
  - 3 Experienced vacancies (5.9% of RNs in this specialty) and three (3) selections made with target start work date on August 5, 2023
- Med-Surgical Unit-
  - 14 Experienced vacancies (8.9% of RNs within this specialty) with two (2) selections made with start work date on August 5, 2023
- OR Unit-
  - One (1) Experienced vacancy (2.2% of RNs within this specialty) with selection in progress

#### 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 August 2023, with a cohort of up to ten (10)
- Next Med/Surg Training Program is targeted for August 2023, with a cohort of up to sixteen (16)

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

- One (1) 2218 Physician Assistant
- One (1) 2930 Behavioral Health Clinician
- One (1) 2586 Health Worker 2
- Two (2) 2430 Medical Evaluations Assistants
- One (1) 2618 Food Service Supervisor

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2626	Chief Dietitian	1.00	0.00	1.00	100.0%
1230	Instructional Designer	1.00	0.00	1.00	100.0%
1840	Junior Management Assistant	1.00	0.00	1.00	100.0%
1664	Patient Accounts Manager	1.00	0.00	1.00	100.0%
2738	Porter Assistant Supervisor	1.00	0.00	1.00	100.0%
1825	Prnpl Admin Analyst II	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%
3422	Park Section Supervisor	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%
1822	Administrative Analyst	4.00	2.00	2.00	50.0%
2656	Chef	2.00	1.00	1.00	50.0%
1824	Pr Administrative Analyst	4.00	2.00	2.00	50.0%
1634	Principal Account Clerk	2.00	1.00	1.00	50.0%
5506	Project Manager 3	2.00	1.00	1.00	50.0%
1938	Stores & Equip Asst Sprv	2.00	1.00	1.00	50.0%
0931	Manager III	12.00	7.00	5.00	41.7%
2119	Health Care Analyst	17.00	10.00	7.00	41.2%
2310	Surgical Procedures Technician	21.00	13.00	8.00	38.1%
2586	Health Worker 2	73.50	46.00	27.50	37.4%
1942	Asst Materials Coordinator	3.00	2.00	1.00	33.3%
2589	Health Program Coordinator 1	3.00	2.00	1.00	33.3%
2591	Health Program Coordinator 2	3.00	2.00	1.00	33.3%
0933	Manager V	3.00	2.00	1.00	33.3%
2558	Senior Physical Therapist	3.00	2.00	1.00	33.3%
2305	Psychiatric Technician	43.40	30.70	12.70	29.3%
2314	Public Health Team Leader	23.80	17.00	6.80	28.6%
1654	Accountant III	7.00	5.00	2.00	28.6%
0922	Manager I	7.00	5.00	2.00	28.6%
2622	Dietetic Technician	5.60	4.00	1.60	28.6%
2585	Health Worker 1	4.00	3.00	1.00	25.0%
7524	Institution Utility Worker	4.00	3.00	1.00	25.0%
1934	Storekeeper	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%
2330	Anesthetist	13.40	10.70	2.70	20.1%
2471	Radiologic Tech I II III	17.90	14.30	3.60	20.1%
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%
1093	IT Operations Support Admn III	5.00	4.00	1.00	20.0%
0941	Manager VI	5.00	4.00	1.00	20.0%

P103	Special Nurse	5.78	4.74	1.04	18.0%
1636	Health Care Billing Clerk 2	17.00	14.00	3.00	17.6%
2903	Eligibility Worker	119.34	98.64	20.70	17.3%
2909	Hospital Elig Wrk Supervisor	12.00	10.00	2.00	16.7%
1663	Patient Accounts Supervisor	6.00	5.00	1.00	16.7%
1632	Senior Account Clerk	6.00	5.00	1.00	16.7%
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%
2548	Occupational Therapist	17.59	15.29	2.30	13.1%
2453	Supervising Pharmacist	8.00	7.00	1.00	12.5%
2312	Licensed Vocational Nurse	54.55	47.75	6.80	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%
1637	Patient Accounts Clerk	27.00	24.00	3.00	11.1%
2430	Medical Evaluations Assistant	168.56	151.90	16.66	9.9%
2450	Pharmacist	30.50	27.50	3.00	9.8%
2930	Psychiatric Social Worker	17.50	15.80	1.70	9.7%
2328	Nurse Practitioner	84.81	76.86	7.95	9.4%
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	1023.25	940.75	82.50	8.1%
1428	Unit Clerk	48.30	44.50	3.80	7.9%
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%
2409	Pharmacy Technician	57.50	54.00	3.50	6.1%
2424	X-Ray Laboratory Aide	33.50	31.50	2.00	6.0%
1932	Assistant Storekeeper	17.00	16.00	1.00	5.9%
2604	Food Service Worker	55.10	52.00	3.10	5.6%
2303	Patient Care Assistant	194.12	183.80	10.32	5.3%
1429	Nurses Staffing Assistant	12.00	11.50	0.50	4.2%
2556	Physical Therapist	25.40	24.40	1.00	3.9%
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%
1652	Accountant II	2.00	2.00	0.00	0.0%
1649	Accountant Intern	1.00	1.00	0.00	0.0%
1657	Accountant IV	3.00	3.00	0.00	0.0%
1950	Assistant Purchaser	4.00	4.00	0.00	0.0%
2785	Asst General Services Manager	4.00	4.00	0.00	0.0%
7203	Bldg & Grounds Maint Sprv	2.00	2.00	0.00	0.0%
7120	Bldgs & Grounds Maint Supt	1.00	1.00	0.00	0.0%
7344	Carpenter	2.00	2.00	0.00	0.0%
4320	Cashier 1	4.00	4.00	0.00	0.0%

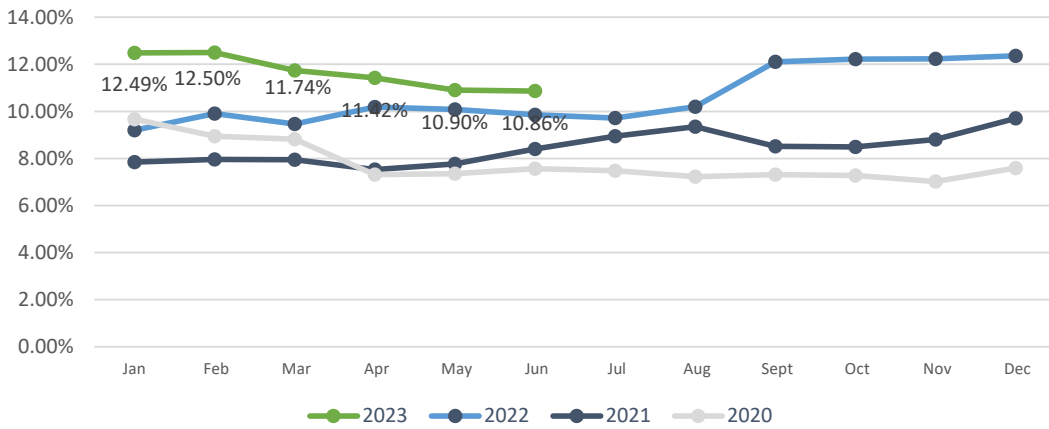
3530	Chaplain	1.00	1.00	0.00	0.0%
1410	Chief Clerk	3.00	3.00	0.00	0.0%
7205	Chief Stationary Engineer	2.00	2.00	0.00	0.0%
1710	Chief Telephone Operator	1.00	1.00	0.00	0.0%
2323	Clinical Nurse Specialist	8.00	8.00	0.00	0.0%
2202	Dental Aide	2.00	2.00	0.00	0.0%
2624	Dietitian	10.80	10.80	0.00	0.0%
7345	Electrician	1.00	1.00	0.00	0.0%
2436	Electroencephalograph Tech 1	2.00	2.00	0.00	0.0%
2620	Food Service Mgr Administrator	1.00	1.00	0.00	0.0%
2618	Food Service Supervisor	7.00	7.00	0.00	0.0%
1635	Health Care Billing Clerk 1	5.00	5.00	0.00	0.0%
2822	Health Educator	2.00	2.00	0.00	0.0%
2593	Health Program Coordinator 3	15.00	15.00	0.00	0.0%
6138	Industrial Hygienist	1.00	1.00	0.00	0.0%
1052	IS Business Analyst	1.00	1.00	0.00	0.0%
7342	Locksmith	2.00	2.00	0.00	0.0%
7236	Locksmith Supervisor 1	1.00	1.00	0.00	0.0%
1165	Manager Dept Public Health	1.00	1.00	0.00	0.0%
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%
2107	Med Staff Svcs Dept Anl	2.00	2.00	0.00	0.0%
2106	Med Staff Svcs Dept Spc	3.00	3.00	0.00	0.0%
2110	Medical Records Clerk	3.00	3.00	0.00	0.0%
2114	Medical Records Tech Sprv	1.00	1.00	0.00	0.0%
2112	Medical Records Technician	4.00	4.00	0.00	0.0%
2924	Medical Social Work Supervisor	2.00	2.00	0.00	0.0%
2551	Mental Hlth Treatment Spec	2.00	2.00	0.00	0.0%
2520	Morgue Attendant	1.00	1.00	0.00	0.0%
2325	Nurse Midwife	3.20	3.20	0.00	0.0%
2302	Nursing Assistant	4.00	4.00	0.00	0.0%
2326	Nursing Supervisor Psychiatric	1.00	1.00	0.00	0.0%
2846	Nutritionist	4.10	4.10	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%
7346	Painter	4.00	4.00	0.00	0.0%
7242	Painter Supervisor 1	1.00	1.00	0.00	0.0%
2555	Physical Therapist Assistant	2.00	2.00	0.00	0.0%
1167	Physician Administrator DPH	1.00	1.00	0.00	0.0%
2218	Physician Assistant	8.60	8.60	0.00	0.0%
7347	Plumber	2.00	2.00	0.00	0.0%
7213	Plumber Supervisor 1	1.00	1.00	0.00	0.0%
2740	Porter Supervisor 1	9.00	9.00	0.00	0.0%
1408	Principal Clerk	2.00	2.00	0.00	0.0%
2472	Radiologic Technologist Lead	3.00	3.00	0.00	0.0%

1823	Senior Administrative Analyst	2.00	2.00	0.00	0.0%
2619	Senior Food Service Supervisor	1.00	1.00	0.00	0.0%
1922	Senior Inventory Clerk	1.00	1.00	0.00	0.0%
2770	Senior Laundry Worker	2.00	2.00	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%
2408	Senior Pharmacy Helper	1.00	1.00	0.00	0.0%
7335	Senior Stationary Engineer	6.00	6.00	0.00	0.0%
1936	Senior Storekeeper	1.00	1.00	0.00	0.0%
1708	Senior Telephone Operator	11.00	11.00	0.00	0.0%
2392	Sr Cent Proc & Dist Tech	2.00	2.00	0.00	0.0%
7348	Steamfitter	1.00	1.00	0.00	0.0%
2554	Therapy Aide	4.00	4.00	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%
		<b>3192.69</b>	<b>2845.91</b>	<b>346.78</b>	<b>10.86%</b>

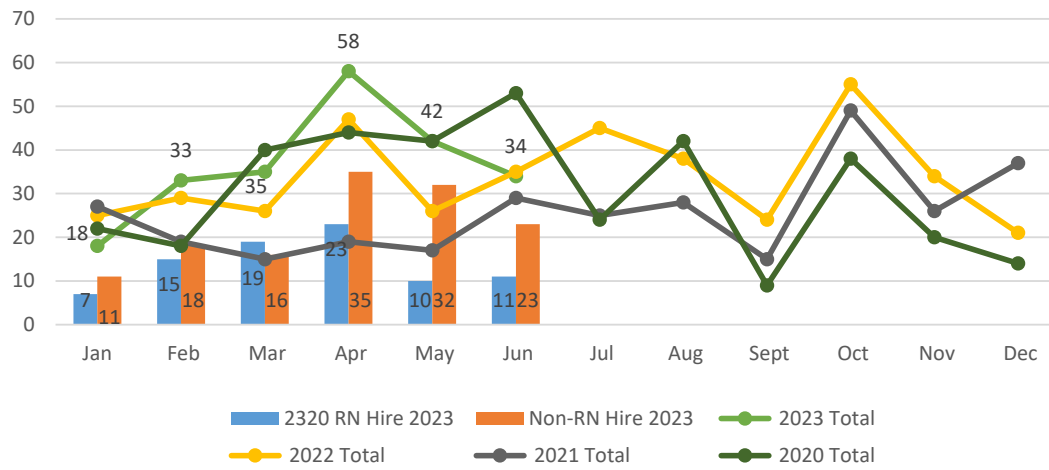
Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
2626	Chief Dietitian	100.0%	0.0	1.0	Interviews in progress/Pending Selection	
5177	Safety Officer	100.0%	0.0	1.0	Pending Accouncement - tx to 931	5-10 days
6139	Senior Industrial Hygienist	100.0%	0.0	1.0	Pending Accouncement/Exam Administration	60-90 days
3422	Park Section Supervisor	100.0%	0.0	1.0	Pending announcement	30 days
2738	Porter Assistant Supervisor	100.0%	0.0	1.0	Pending Requisition Request by Hiring Manager	
1840	Junior Management Assistant	100.0%	0.0	1.0		
1664	Patient Accounts Manager	100.0%	0.0	1.0	Pending Requisition approval	5-10 days
1825	Prnpl Admin Analyst II	100.0%	0.0	1.0	Pending Requisition approval	5-10 days
1230	Instructional Designer	100.0%	0.0	1.0		
9910	Public Service Trainee	90.0%	1.0	9.0	Pending Announcment.Exam Administration	60-90 days
1662	Patient Accounts Asst Sprv	66.7%	1.0	2.0	Pending Requisition Request by Hiring Manager	30 days
2540	Audiologist	52.4%	1.0	1.1	no form 3 submitted	
2656	Chef	50.0%	1.0	1.0	Pending Announcment.Exam Administration	60-90 days
5506	Project Manager 3	50.0%	1.0	1.0	Pending Requisition approval	30 days
1822	Administrative Analyst	50.0%	2.0	2.0	Onboarding	10-20 days
1824	Pr Administrative Analyst	50.0%	2.0	2.0	Interviews in progress/Pending Selection	30 days
1634	Principal Account Clerk	50.0%	1.0	1.0	Pending Requisition approval	5-10 days
1938	Stores & Equip Asst Sprv	50.0%	1.0	1.0	Pending Announcment/Exam Administration	60-90 days
0931	Manager III	41.7%	7.0	5.0	Pending Announcment/Exam Administration	60-90 days
2119	Health Care Analyst	41.2%	10.0	7.0	Form 3# 615252 is requested for a 1408 - pending approval	60-90 days
2310	Surgical Procedures Technicia	38.1%	13.0	8.0	5 pending position approval; 3 for reassignment	60-90 days
2586	Health Worker 2	37.4%	46.0	27.5	vacancies are not with my unit assignment	5-10 days
2591	Health Program Coordinator 2	33.3%	2.0	1.0	Pending Announcment/Exam Administration	10-20 days
2589	Health Program Coordinator 1	33.3%	2.0	1.0	Pending Announcment/Exam Administration	
1942	Asst Materials Coordinator	33.3%	2.0	1.0	TX to 1938 stores & Equip Asst Sup	
2558	Senior Physical Therapist	33.3%	2.0	1.0	Interviews in Progress/Pending Selection	30 days
0933	Manager V	33.3%	2.0	1.0	Pending Announcment/Exam Administration	60-90 days
2305	Psychiatric Technician	29.3%	30.7	12.7	Interviews in progress/Pending selection	30 days
2314	Public Health Team Leader	28.6%	17.0	6.8	Pending Announcment/Exam Administration	10-20 days
1654	Accountant III	28.6%	5.0	2.0	Interviews in progress/Pending Selection	30 days

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
0922	Manager I	28.6%	5.0	2.0	Pending Accouncement/Exam Administration	30 days
2622	Dietetic Technician	28.6%	4.0	1.6	Pending Annoucnment.Exam Administration	60-90 days
1934	Storekeeper	25.0%	3.0	1.0	Pending Announcement/Exam Administration	30 days
7524	Institution Utility Worker	25.0%	3.0	1.0	Pending Requisition approval	60-90 days
2585	Health Worker 1	25.0%	3.0	1.0	Vacant one is not my group	10-20 days
1406	Senior Clerk	23.4%	32.0	9.8	1 RTH Vetting and 1 hired SWD 04/15/23	10-20 days
2473	Diag Med Sonographer I II III	21.0%	3.8	1.0	Pending Annoucnment.Exam Administration	60-90 days
2330	Anesthetist	20.1%	10.7	2.7	1 pending onboarding pending credentialing; 1 candidate to re-calculate AAE for possible accepting the position; 1 position to check if gone thru REA but on priority 8 list on HP	
2471	Radiologic Tech I II III	20.1%	14.3	3.6	Pending Annoucnment.Exam Administration	5-10 days
2654	Cook	20.0%	8.0	2.0	Pending Annoucnment.Exam Administration	60-90 days
3417	Gardener	20.0%	2.0	0.5	Pending Requisition approval	60-90 days
1404	Clerk	20.0%	4.0	1.0	Onboarding	10-20 days
1093	IT Operations Support Admn I	20.0%	4.0	1.0	Onboarding	10-20 days
0941	Manager VI	20.0%	4.0	1.0	Pending Requisition Request by Hiring Manager	30 days
P103	Special Nurse	18.0%	4.7	1.0	Core Team 3 does not handle RN and P103 hires	
1636	Health Care Billing Clerk 2	17.6%	14.0	3.0	Pending Requisition Approval	5-10 days
2903	Eligibility Worker	17.3%	98.6	20.7	Interviews in progress/Pending Selection	30 days
1663	Patient Accounts Supervisor	16.7%	5.0	1.0		
1632	Senior Account Clerk	16.7%	5.0	1.0		
2909	Hospital Elig Wrk Supervisor	16.7%	10.0	2.0	Interviews in Progress/Pending Selection	30 days
2496	Radiologic Tech Sprv	14.3%	6.0	1.0	Pending Annoucnment.Exam Administration	60-90 days
2406	Pharmacy Helper	14.3%	6.0	1.0	Onboarding	10-20 days
2105	Patient Svcs Finance Tech	13.6%	7.0	1.1	1 hire slated for SWD of 06/10/23	30 days
2548	Occupational Therapist	13.1%	15.3	2.3	Pending Requisition approval	
2453	Supervising Pharmacist	12.5%	7.0	1.0	Pending Announcement/Exam Administration	60-90 days
2312	Licensed Vocational Nurse	12.5%	47.8	6.8	1 onboarding process	30 days
2908	Hospital Eligibility Worker	12.4%	63.6	9.0	2 REA RTHs in vetting process	
7334	Stationary Engineer	11.5%	23.0	3.0	interviews in progress	60-90 days
2920	Medical Social Worker	11.5%	30.7	4.0	waitint on eligible list	60 days
1637	Patient Accounts Clerk	11.1%	24.0	3.0		

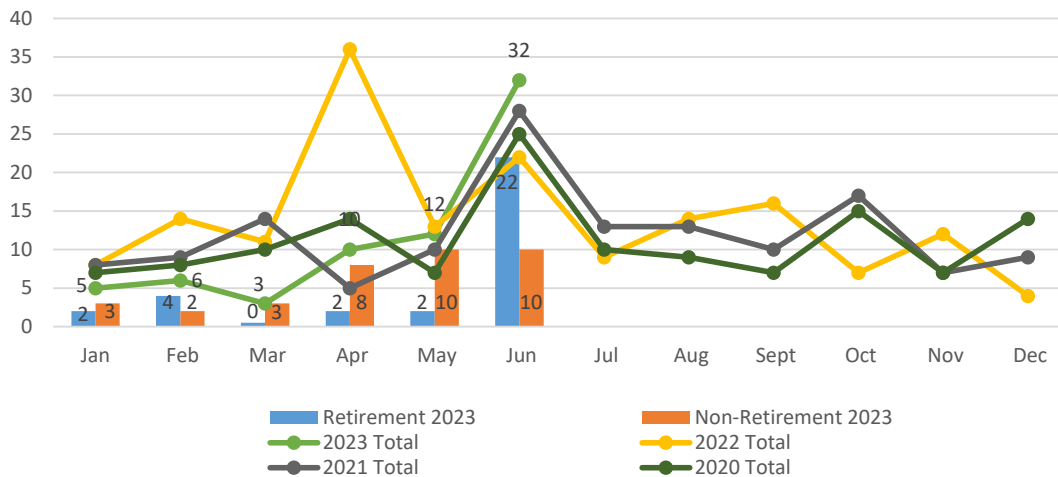
### ZSFG Vacancy Rate Trend



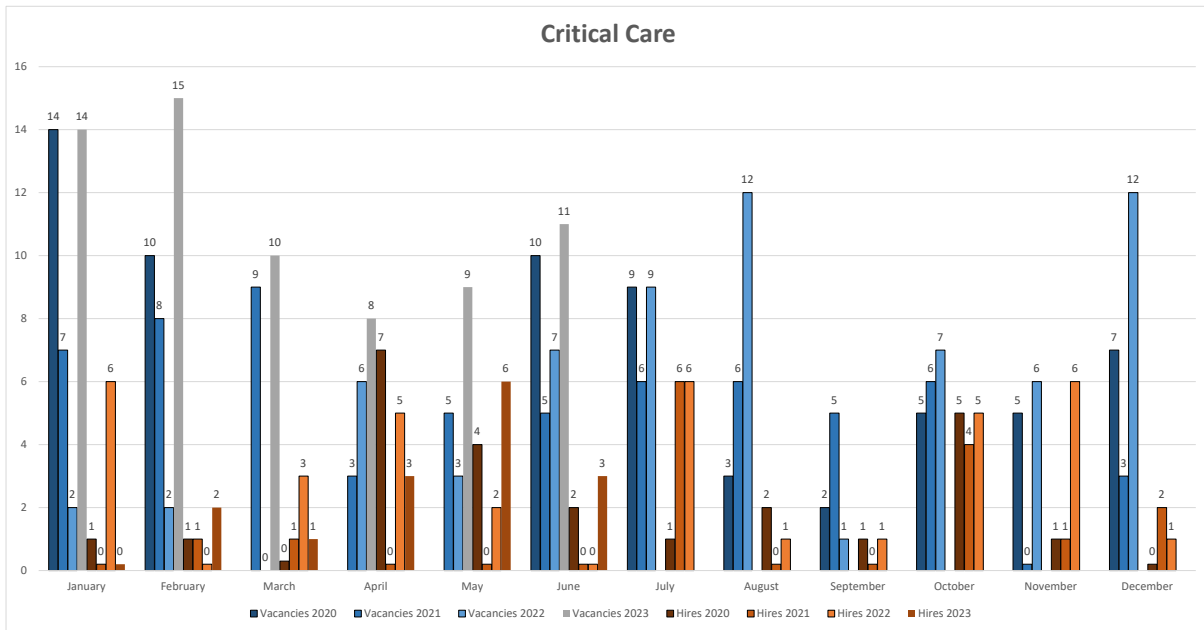
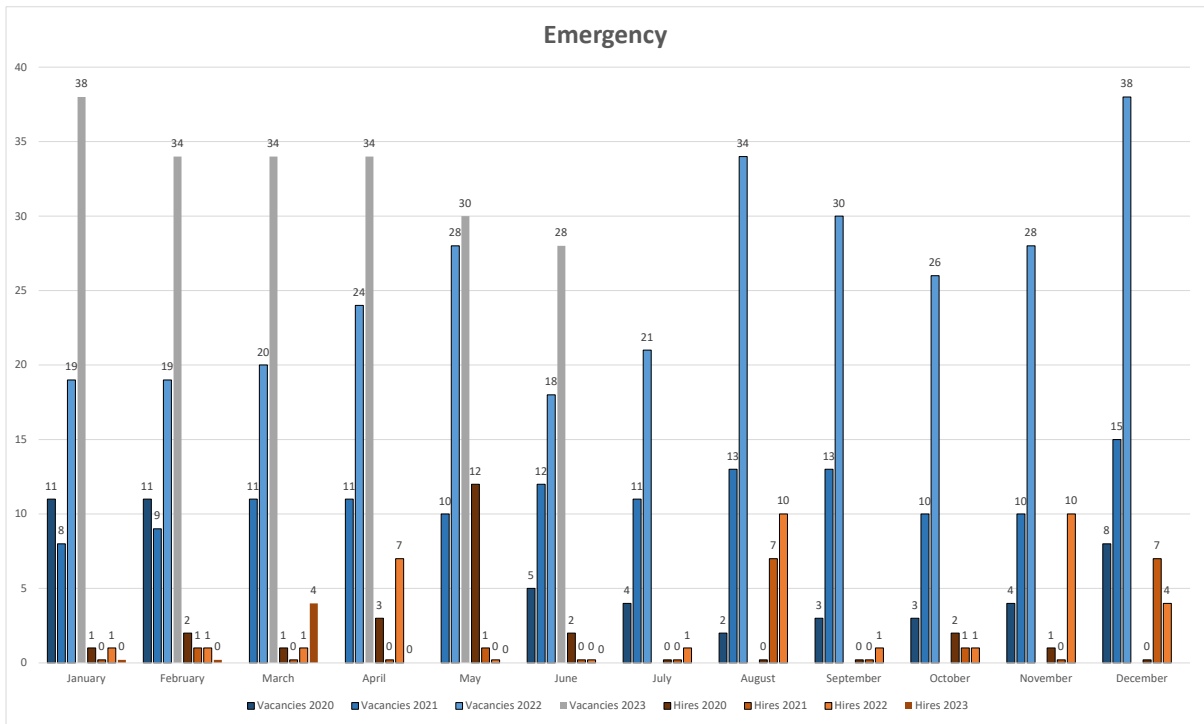
### ZSFG New Hire Trend



### ZSFG Separation Trend



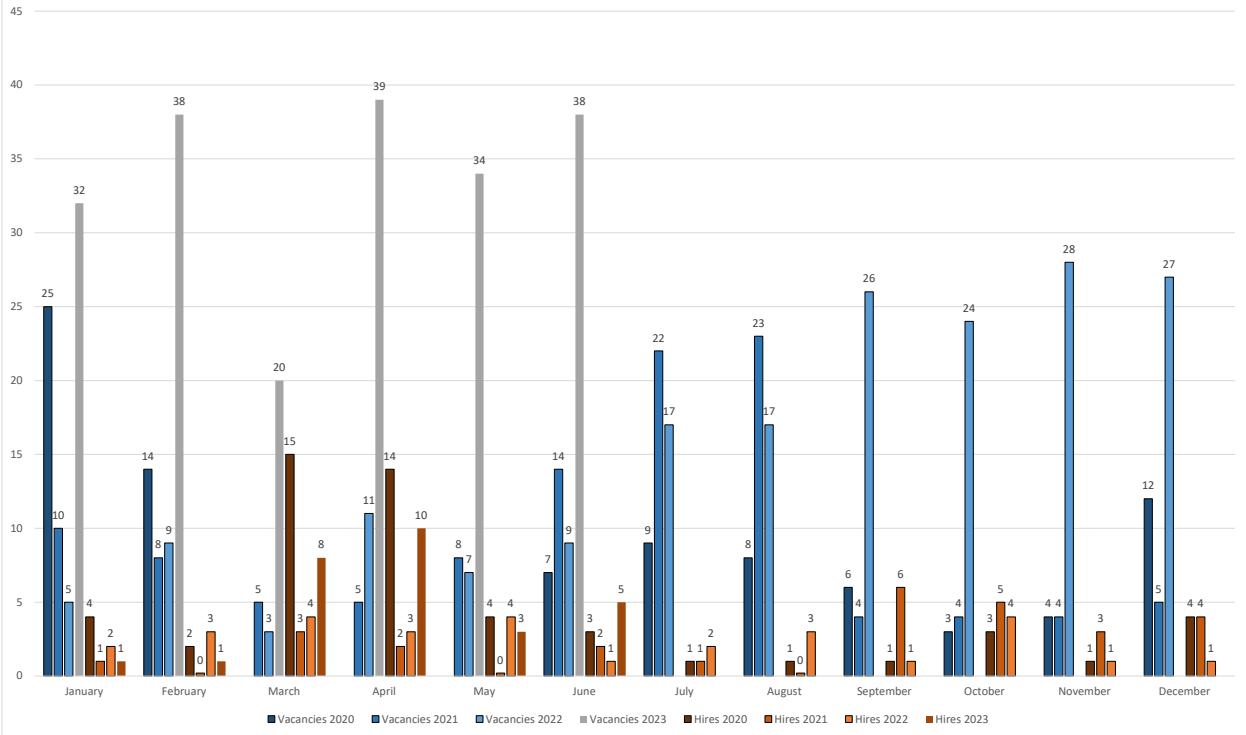




\*Vacancies are based on data reported in JCC Summary.

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

### Medical Surgical



### Surgery OR

