

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (AUGUST 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 remained about the same, 11.75% as of July 2023, compared to 10.86% in June 2023. We've hired a total of thirty-four (34) employees between July 1 and July 31, 2023, in various classifications including RNs and had five (5) separations during the same period of which one (1) was a retirement.

2) RN vacancy rate remained about the same, **8.7%** this month, compared to 8.1% in June.

To mitigate challenges in hiring nurses:

- Six (6) P103 Per Diem nurses were hired last month to fill gaps in vacancies
- Hiring Managers continue to use application review as one of the quickest method of selection
- The Controller's Office has completed mapping the hiring process and will start analyzing information to make recommendations for improvements
- The RN Hiring Committee will meet to discuss the reassignment process with the goal of removing barriers and reducing 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-
 - 3 Experienced vacancies (15.06 % RNs in this specialty) with two (2) selections made with target start work date on August 19, 2023
- Critical Care Unit -
 - 5 Experienced vacancies (3.16% of RNs in this specialty) with 5 selections made, including four (4) onboarded on July 8, 2023 and August 5, 2023 and one (1) with target start work date on September 16, 2023
- Med-Surgical Unit-
 - 17 Experienced vacancies (9.08% of RNs within this specialty) with five (5) selections made, including four (4) onboarded in July and one (1) with target start work date on August 19, 2023
- OR Unit-
 - Two (2) Experienced vacancies (8.40% of RNs within this specialty) with selections in progress

5) **RN Training Update:**

- Next Critical Care Training program is anticipated October 2, 2023, with a cohort of up to nine (9)
- Next Emergency Care Training Program is anticipated November 2023, with a cohort of up to nine (9)
- Next Med/Surg Training Program is targeted for October 2023, with a cohort of up to eighteen (18)
- Next OR Training Program is targeted for January 2024, with a cohort of up to three (3)

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

- One (1) 2322 Nurse Manager
- One (1) 2328 Nurse Practitioner
- One (1) 2930 Behavioral Health Clinician
- Two (2) 2624 Dietitians
- One (1) 2554 Therapy Aide

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%
6139	Senior Industrial Hygienist	1.00	0.00	1.00	100.0%
3422	Park Section Supervisor	1.00	0.00	1.00	100.0%
7236	Locksmith Supervisor 1	1.00	0.00	1.00	100.0%
2326	Nursing Supervisor Psychiatric	1.00	0.00	1.00	100.0%
9910	Public Service Trainee	9.00	1.00	8.00	88.9%
1408	Principal Clerk	4.00	1.00	3.00	75.0%
1662	Patient Accounts Asst Sprv	3.00	1.00	2.00	66.7%
1824	Pr Administrative Analyst	5.00	2.00	3.00	60.0%
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%
1634	Principal Account Clerk	2.00	1.00	1.00	50.0%
5506	Project Manager 3	2.00	1.00	1.00	50.0%
2591	Health Program Coordinator 2	2.00	1.00	1.00	50.0%
2622	Dietetic Technician	5.60	3.00	2.60	46.4%
2310	Surgical Procedures Technician	22.00	12.00	10.00	45.5%
2314	Public Health Team Leader	23.80	14.00	9.80	41.2%
2119	Health Care Analyst	17.00	10.00	7.00	41.2%
2586	Health Worker 2	72.50	44.00	28.50	39.3%
0931	Manager III	13.00	8.00	5.00	38.5%
2305	Psychiatric Technician	43.40	28.80	14.60	33.6%
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%
0933	Manager V	3.00	2.00	1.00	33.3%
2558	Senior Physical Therapist	3.00	2.00	1.00	33.3%
2822	Health Educator	3.00	2.00	1.00	33.3%
1654	Accountant III	7.00	5.00	2.00	28.6%
0922	Manager I	7.00	5.00	2.00	28.6%
1406	Senior Clerk	41.80	30.00	11.80	28.2%
2585	Health Worker 1	4.00	3.00	1.00	25.0%
1934	Storekeeper	4.00	3.00	1.00	25.0%
2909	Hospital Elig Wrk Supervisor	12.00	9.00	3.00	25.0%
4320	Cashier 1	4.00	3.00	1.00	25.0%
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%
1635	Health Care Billing Clerk 1	5.00	4.00	1.00	20.0%
2903	Eligibility Worker	118.83	95.33	23.50	19.8%
P103	Special Nurse	5.78	4.73	1.05	18.2%
1636	Health Care Billing Clerk 2	17.00	14.00	3.00	17.6%
1632	Senior Account Clerk	6.00	5.00	1.00	16.7%
2908	Hospital Eligibility Worker	75.60	63.60	12.00	15.9%
7334	Stationary Engineer	26.00	22.00	4.00	15.4%
2312	Licensed Vocational Nurse	55.15	46.85	8.30	15.0%
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%
2322	Nurse Manager	40.00	35.00	5.00	12.5%
2920	Medical Social Worker	34.69	30.69	4.00	11.5%
2430	Medical Evaluations Assistant	170.18	151.10	19.08	11.2%
1637	Patient Accounts Clerk	27.00	24.00	3.00	11.1%
2740	Porter Supervisor 1	9.00	8.00	1.00	11.1%
2328	Nurse Practitioner	84.91	75.96	8.95	10.5%
2930	Psychiatric Social Worker	17.50	15.80	1.70	9.7%
2320	Registered Nurse	1036.00	945.95	90.05	8.7%
1708	Senior Telephone Operator	12.00	11.00	1.00	8.3%
2390	Central Processing & Dist Tech	24.80	22.80	2.00	8.1%
1428	Unit Clerk	48.30	44.50	3.80	7.9%
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%
1932	Assistant Storekeeper	17.00	16.00	1.00	5.9%
2604	Food Service Worker	55.10	52.00	3.10	5.6%
1429	Nurses Staffing Assistant	12.00	11.50	0.50	4.2%
2303	Patient Care Assistant	194.12	186.40	7.72	4.0%
2556	Physical Therapist	25.40	24.40	1.00	3.9%
2450	Pharmacist	30.50	29.50	1.00	3.3%
2542	Speech Pathologist	6.20	6.00	0.20	3.2%
2424	X-Ray Laboratory Aide	33.50	32.50	1.00	3.0%
2454	Clinical Pharmacist	35.50	34.50	1.00	2.8%
2736	Porter	192.50	187.70	4.80	2.5%
2550	Senior Occupational Therapist	2.00	2.00	0.00	0.0%
1938	Stores & Equip Asst Sprv	2.00	2.00	0.00	0.0%
7524	Institution Utility Worker	4.00	4.00	0.00	0.0%
1663	Patient Accounts Supervisor	6.00	6.00	0.00	0.0%
2324	Nursing Supervisor	12.00	12.00	0.00	0.0%
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%
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%
2323	Clinical Nurse Specialist	7.00	7.00	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%
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%
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%
2846	Nutritionist	4.60	4.60	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%
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%
2408	Senior Pharmacy Helper	1.00	1.00	0.00	0.0%
7335	Senior Stationary Engineer	6.00	6.00	0.00	0.0%

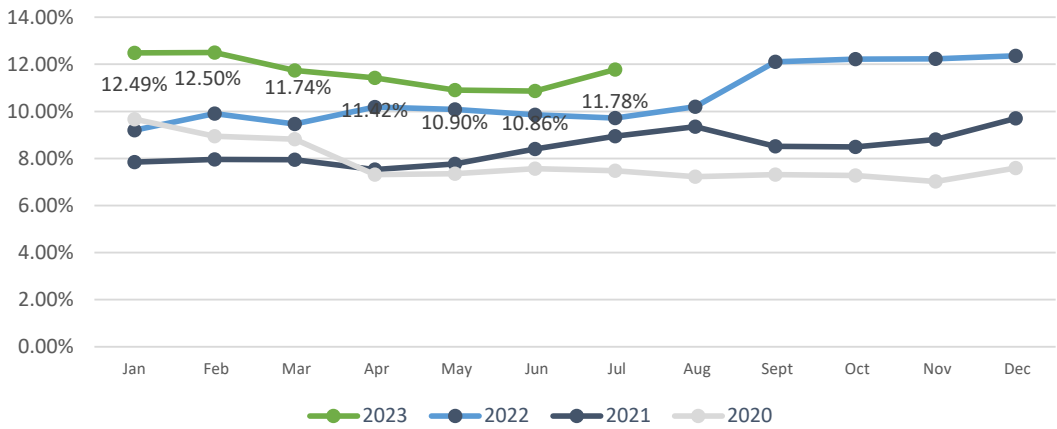
1936	Senior Storekeeper	1.00	1.00	0.00	0.0%
2392	Sr Cent Proc & Dist Tech	2.00	2.00	0.00	0.0%
7348	Steamfitter	1.00	1.00	0.00	0.0%
2554	Therapy Aide	4.00	4.00	0.00	0.0%
2467	Diagnostic Imaging Tech I	24.00	24.00	0.00	0.0%
2468	Diagnostic Imaging Tech II	32.00	32.00	0.00	0.0%
2469	Diagnostic Imaging Tech III	3.80	3.80	0.00	0.0%
2470	Diagnostic Imaging Tech IV	7.20	7.20	0.00	0.0%
		3211.75	2834.39	377.36	11.75%

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
1230	Instructional Designer	100.0%	0.0	1.0	Pending Announcement/Exam Administration	
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	Onboarding/Hired	5-10 days
1840	Junior Management Assistant	100.0%	0.0	1.0	Pending Requisition Request by Hiring Manager	
2326	Nursing Supervisor Psychiatric	100.0%	0.0	1.0	Pending Requisition approval	60-90 days
2626	Chief Dietitian	100.0%	0.0	1.0	Interviews in progress/Pending Selection	
2738	Porter Assistant Supervisor	100.0%	0.0	1.0		
3422	Park Section Supervisor	100.0%	0.0	1.0	Pending announcement	30 days
6139	Senior Industrial Hygienist	100.0%	0.0	1.0	Pending Accouncement/Exam Administration	60-90 days
7236	Locksmith Supervisor 1	100.0%	0.0	1.0	Pending Requisition Request by Hiring Manager	
9910	Public Service Trainee	88.9%	1.0	8.0	Interviews in progress/Pending Selection	60-90 days
1408	Principal Clerk	75.0%	1.0	3.0		
1662	Patient Accounts Asst Sprv	66.7%	1.0	2.0	Pending Requisition Request by Hiring Manager	30 days
1824	Pr Administrative Analyst	60.0%	2.0	3.0	Interviews in progress/Pending Selection	30 days
2540	Audiologist	52.4%	1.0	1.1	Pending Requisition Request by Hiring Manager	
1634	Principal Account Clerk	50.0%	1.0	1.0	Pending Requisition approval	5-10 days
1822	Administrative Analyst	50.0%	2.0	2.0	Onboarding/Hired	10-20 days
2591	Health Program Coordinator 2	50.0%	1.0	1.0	Onboarding/Hired	10-20 days
2656	Chef	50.0%	1.0	1.0	Interviews in progress/Pending Selection	60-90 days
5506	Project Manager 3	50.0%	1.0	1.0	Pending Requisition approval	30 days
2622	Dietetic Technician	46.4%	3.0	2.6	Pending Announcement/Exam Administration	60-90 days
2310	Surgical Procedures Technician	45.5%	12.0	10.0	Pending Requisition approval	60-90 days
2314	Public Health Team Leader	41.2%	14.0	9.8	Pending Announcement/Exam Administration	10-20 days
2119	Health Care Analyst	41.2%	10.0	7.0	Pending Requisition approval	60-90 days
2586	Health Worker 2	39.3%	44.0	28.5	Pending announcement/Exam administration	5-10 days
0931	Manager III	38.5%	8.0	5.0	Pending Announcement/Exam Administration	60-90 days
2305	Psychiatric Technician	33.6%	28.8	14.6	Interview in progress/Pending Selection	30 days
0933	Manager V	33.3%	2.0	1.0	Pending Announcement/Exam Administration	60-90 days
1942	Asst Materials Coordinator	33.3%	2.0	1.0	Onboarding/Hired	
2558	Senior Physical Therapist	33.3%	2.0	1.0	Pending Announcement/Exam Administration	30 days
2589	Health Program Coordinator 1	33.3%	2.0	1.0	Interviews in progress/Pending selection	
2822	Health Educator	33.3%	2.0	1.0		

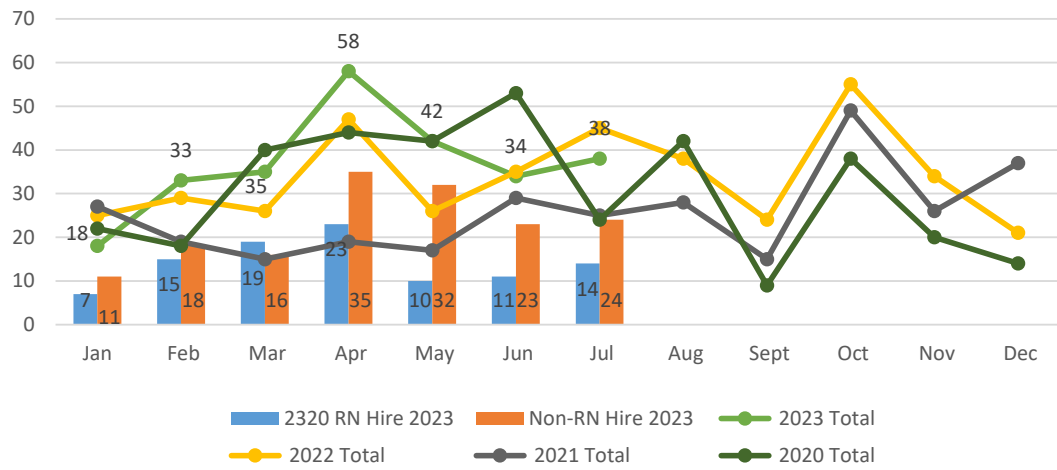
Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
0922	Manager I	28.6%	5.0	2.0	Pending Announcement/Exam Administration	30 days
1654	Accountant III	28.6%	5.0	2.0	Interviews in progress/Pending Selection	30 days
1406	Senior Clerk	28.2%	30.0	11.8	Interviews in progress/Pending Selection	10-20 days
1934	Storekeeper	25.0%	3.0	1.0	Interviews in progress/Pending selection	30 days
2585	Health Worker 1	25.0%	3.0	1.0	Pending Requisition Request by Hiring Manager	10-20 days
2909	Hospital Elig Wrk Supervisor	25.0%	9.0	3.0	Pending announcement/Exam administration	30 days
4320	Cashier 1	25.0%	3.0	1.0		
2473	Diag Med Sonographer I II III	21.0%	3.8	1.0	Interviews in progress/Pending Selection	60-90 days
2330	Anesthetist	20.1%	10.7	2.7	Interviews in progress/Pending Selection	
2471	Radiologic Tech I II III	20.1%	14.3	3.6	Pending Announcement/Exam Administration	5-10 days
0941	Manager VI	20.0%	4.0	1.0	Pending Requisition Request by Hiring Manager	30 days
1093	IT Operations Support Admn III	20.0%	4.0	1.0	Onboarding/Hired	10-20 days
1404	Clerk	20.0%	4.0	1.0	Onboarding/Hired	10-20 days
1635	Health Care Billing Clerk 1	20.0%	4.0	1.0		
2654	Cook	20.0%	8.0	2.0	Pending Announcement/Exam Administration	60-90 days
3417	Gardener	20.0%	2.0	0.5	Pending Requisition approval	60-90 days
2903	Eligibility Worker	19.8%	95.3	23.5	Interviews in progress/Pending Selection	30 days
P103	Special Nurse	18.2%	4.7	1.1	Interviews in progress/Pending Selection	
1636	Health Care Billing Clerk 2	17.6%	14.0	3.0	Pending Requisition Approval	5-10 days
1632	Senior Account Clerk	16.7%	5.0	1.0	Interview in progress/Pending Selection	
2908	Hospital Eligibility Worker	15.9%	63.6	12.0	Interviews in progress/Pending Selection	
7334	Stationary Engineer	15.4%	22.0	4.0	Interviews in progress	60-90 days
2312	Licensed Vocational Nurse	15.0%	46.9	8.3	Onboarding/Hired	30 days
2406	Pharmacy Helper	14.3%	6.0	1.0	Onboarding/Hired	10-20 days
2496	Radiologic Tech Sprv	14.3%	6.0	1.0	Pending Announcement/Exam Administration	60-90 days
2105	Patient Svcs Finance Tech	13.6%	7.0	1.1	Onboarding/Hired	30 days
2548	Occupational Therapist	13.1%	15.3	2.3	Pending Announcement/Exam Administration	
2322	Nurse Manager	12.5%	35.0	5.0	Pending Announcement/Exam Administration	
2453	Supervising Pharmacist	12.5%	7.0	1.0	Pending Announcement/Exam Administration	60-90 days
2920	Medical Social Worker	11.5%	30.7	4.0	Pending Announcement/Exam Administration	60 days

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
2430	Medical Evaluations Assistant	11.2%	151.1	19.1	Pending Requisition approval	
1637	Patient Accounts Clerk	11.1%	24.0	3.0	Pending Announcement/Exam Administration	
2740	Porter Supervisor 1	11.1%	8.0	1.0	Interviews in progress/Pending Selection	
2328	Nurse Practitioner	10.5%	76.0	9.0		

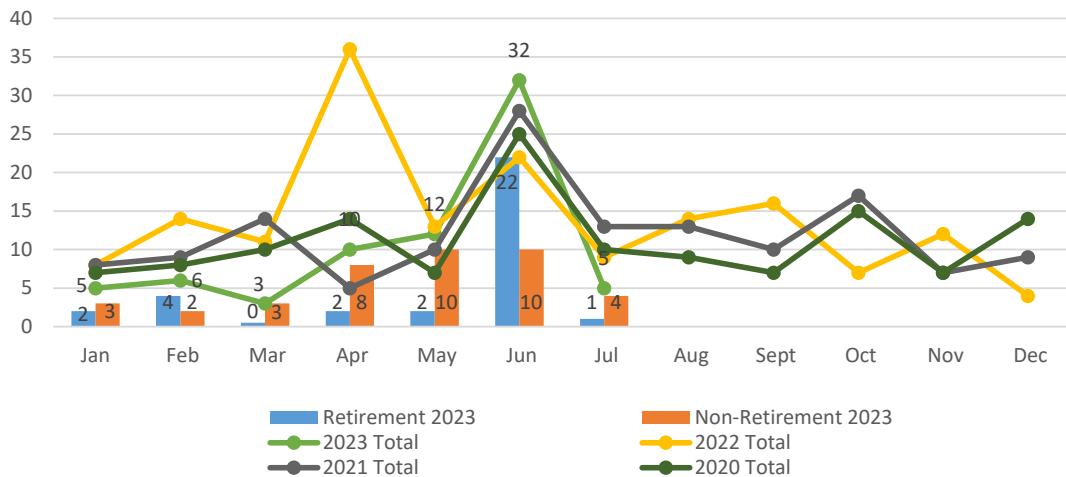
ZSFG Vacancy Rate Trend

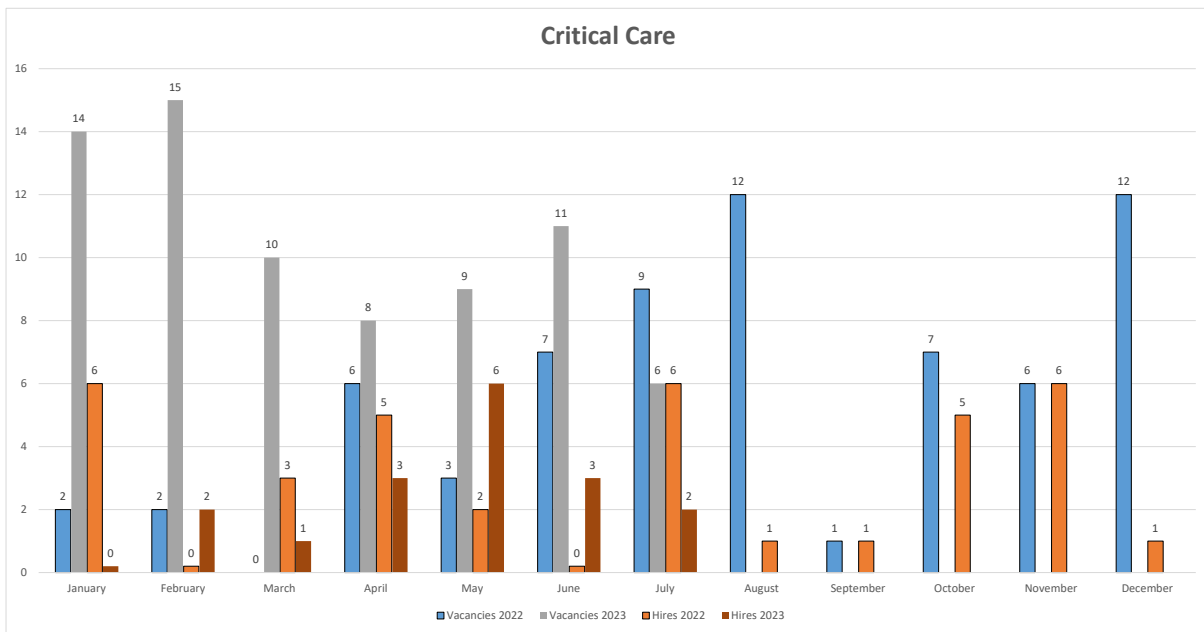
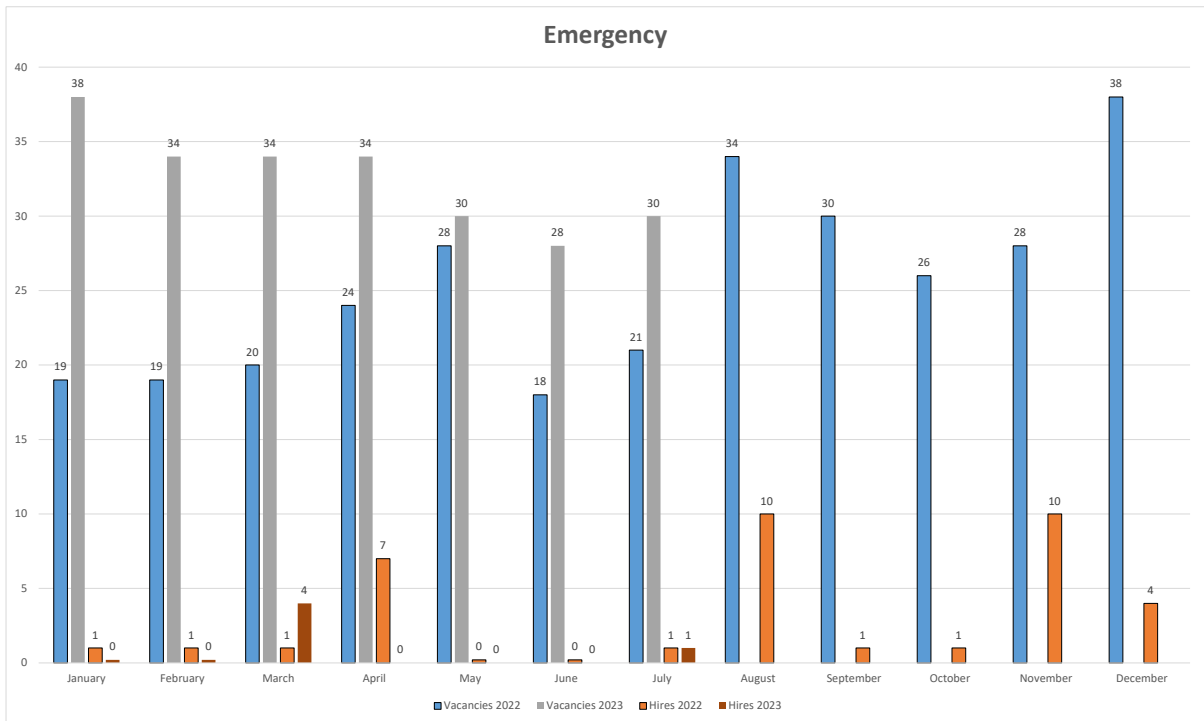


ZSFG New Hire Trend



ZSFG Separation Trend

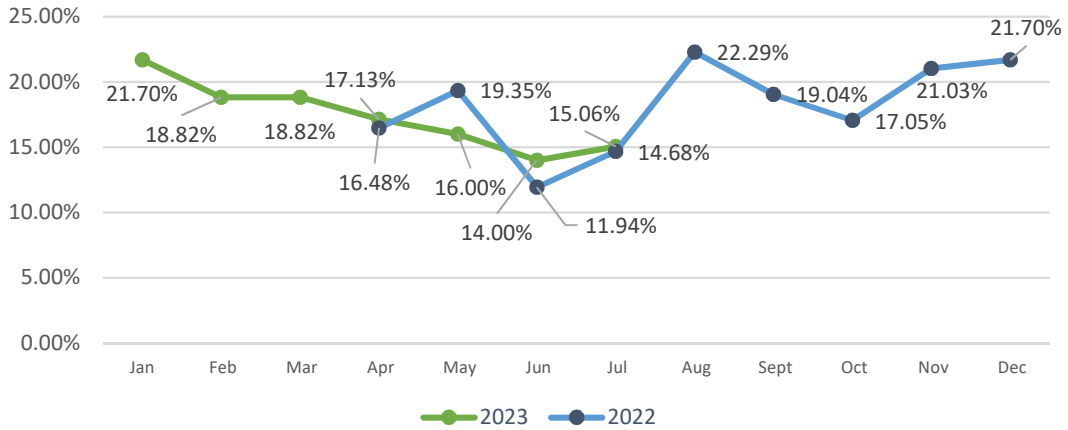




*Vacancies are based on data reported in JCC Summary.

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

ZSFG ED Vacancy Rate Trend



ZSFG CC Vacancy Rate Trend

