

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (NOVEMBER 2023)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status
 - Graphs: YTD vacancy rate, new hires, and separations
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1) Total hospital vacancies increased to 11.70% as of October 2023, compared to 11.39% in September 2023. We've hired a total of twenty-three (23) employees between October 1 and October 31, 2023, in various classifications including RNs and had nine (9) separations during the same period of which none were retirements.

2) RN vacancy rate increased to 9.0%.

To mitigate challenges in hiring nurses:

- Two (2) P103 Per Diem nurses were hired last month to fill gaps in vacancies
- HR shared an updated RN reassignment process with union partners with implementation targeted for early December 2023
- HR and RN Leadership are strategic planning for RN batch hiring, incorporating creative solutions that best fit business needs to help reduce the vacancy rate

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-
 - 24.1 FTE Vacancies (16.55 % RNs in this specialty) with three selections made with target start work dates on December 9, 2023 and January 6, 2024
- Critical Care Unit -
 - 8.9 FTE Vacancies (5.21% of RNs in this specialty) with seven selections made with target start work dates on December 9, 2023 and January 6, 2024
- Med-Surgical Unit-
 - 40.75 FTE Vacancies (11% of RNs within this specialty) with one selection made with target start work date on January 6, 2024
- OR Unit-
 - 3 FTE Vacancies (5.59% of RNs within this specialty) with selections pending

5) **RN Training Update:**

- Next Critical Care Training program is anticipated April 2024, with a cohort of up to eight (8)
- Next Emergency Care Training Program is anticipated January 2024, with a cohort of up to nine (9)
- Next Med/Surg Training Program is targeted for February 2024 with option of staggered start dates, 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) 0923 Manager II (Medical Staff Office Manager)
- One (1) 2322 Nurse Manager (Director of Risk Management)
- Three (3) 2119 Health Care Analysts
- One (1) 2626 Chief Dietitian
- One (1) 2930 Behavioral Health Clinician

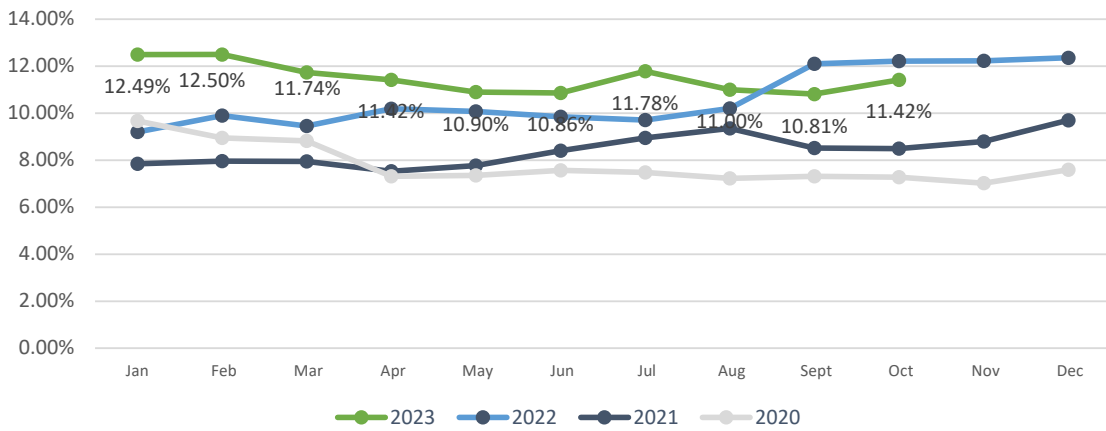
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1230	Instructional Designer	1.0	0.0	1.0	100%
1840	Junior Management Assistant	1.0	0.0	1.0	100%
2326	Nursing Supervisor - Psych	1.0	0.0	1.0	100%
2588	Health Worker IV	1.0	0.0	1.0	100%
2738	Porter Assistant Supervisor	1.0	0.0	1.0	100%
3422	Park Section Supervisor	1.0	0.0	1.0	100%
5177	Safety Officer	1.0	0.0	1.0	100%
7236	Locksmith Supervisor 1	1.0	0.0	1.0	100%
1824	Principal Administrative Analyst	6.0	1.0	5.0	83%
9910	Health Worker II (Interpreter Trainee)	9.0	2.0	7.0	78%
4320	Cashier I	4.0	1.0	3.0	75%
2591	Health Program Coordinator II	3.0	1.0	2.0	67%
2822	Health Educator	3.0	1.0	2.0	67%
2540	Audiologist	2.1	1.0	1.1	52%
943	Manager VIII	2.0	1.0	1.0	50%
1408	Principal Clerk	4.0	2.0	2.0	50%
1632	Senior Account Clerk	6.0	3.0	3.0	50%
1634	Principal Account Clerk	2.0	1.0	1.0	50%
1822	Administrative Analyst	4.0	2.0	2.0	50%
1934	Storekeeper	4.0	2.0	2.0	50%
5506	Project Manager III	2.0	1.0	1.0	50%
2473	Diagnostic Medical Sonographer I, II, III	4.8	2.8	2.0	42%
2305	Psychiatric Technician	43.4	26.0	17.4	40%
2310	Surgical Procedures Technician	22.0	13.9	8.1	37%
931	Manager III	11.0	7.0	4.0	36%
1406	Senior Clerk	41.8	27.6	14.3	34%
922	Manager I	6.0	4.0	2.0	33%
933	Manager V	3.0	2.0	1.0	33%
942	Manager VII	3.0	2.0	1.0	33%
2106	Medical Staff Svcs-Specialist	3.0	2.0	1.0	33%
2589	Health Program Coordinator I	3.0	2.0	1.0	33%
2606	Senior Food Service Worker	8.0	5.5	2.5	31%
2622	Dietetic Technician	5.6	4.0	1.6	29%
2119	Health Care Analyst	18.0	13.0	5.0	28%
2314	Public Health Team Leader	23.8	17.8	6.0	25%
2585	Health Worker I	4.0	3.0	1.0	25%
2548	Occupational Therapist	18.6	14.3	4.3	23%
2930	Behavioral Health Clinician	18.5	14.6	3.9	21%
2586	Health Worker II	71.5	56.5	15.0	21%
1429	Nurses Staffing Assistant	13.0	10.3	2.7	21%
2654	Cook	10.0	8.0	2.0	20%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
3417	Gardener	2.5	2.0	0.5	20%
2471	Radiologic Technologist I, II, III	18.9	15.3	3.6	19%
1636	Health Care Billing Clerk II	18.0	15.0	3.0	17%
2909	Hospital Eligibility Worker Supv	12.0	10.0	2.0	17%
7334	Stationary Engineer	26.0	22.0	4.0	15%
2330	Anesthetist	13.4	11.4	2.0	15%
1637	Patient Accounts Clerk	27.0	23.0	4.0	15%
2323	Clinical Nurse Specialist	7.0	6.0	1.0	14%
2406	Pharmacy Helper	7.0	6.0	1.0	14%
2496	Radiologic Technologist Supv	7.0	6.0	1.0	14%
2105	Patient Services Finance Tech	8.1	7.0	1.1	14%
2453	Supervising Pharmacist	8.0	7.0	1.0	13%
2430	Medical Evaluations Assistant	171.6	150.7	20.9	12%
2556	Physical Therapist	25.4	22.5	2.9	11%
2740	Porter Supervisor I	9.0	8.0	1.0	11%
2604	Food Service Worker	55.6	49.6	6.0	11%
2908	Senior Hospital Eligibility Worker	75.6	67.6	8.0	11%
2328	Nurse Practitioner	83.3	75.0	8.3	10%
2624	Dietitian	10.0	9.0	1.0	10%
1428	Unit Clerk	48.3	43.5	4.8	10%
2322	Nurse Manager	41.0	37.0	4.0	10%
2409	Pharmacy Technician	57.5	52.0	5.5	10%
2320	Registered Nurse	1032.4	935.9	96.5	9%
1708	Senior Telephone Operator	12.0	11.0	1.0	9%
2903	Hospital Eligibility Worker	122.8	112.5	10.3	8%
2312	Licensed Vocational Nurse	52.6	48.3	4.3	8%
2390	CPD Technician	24.8	22.8	2.0	8%
2468	Diagnostic Imaging Tech II	32.0	29.5	2.6	8%
2736	Porter	197.5	182.7	14.8	8%
2587	Health Worker III	27.0	25.0	2.0	7%
2593	Health Program Coordinator III	15.0	14.0	1.0	7%
1932	Assistant Storekeeper	17.0	16.0	1.0	6%
2920	Medical Social Worker	34.6	32.9	1.7	5%
2303	Patient Care Assistant	194.0	186.9	7.1	4%
2450	Pharmacist	31.5	30.8	0.7	2%

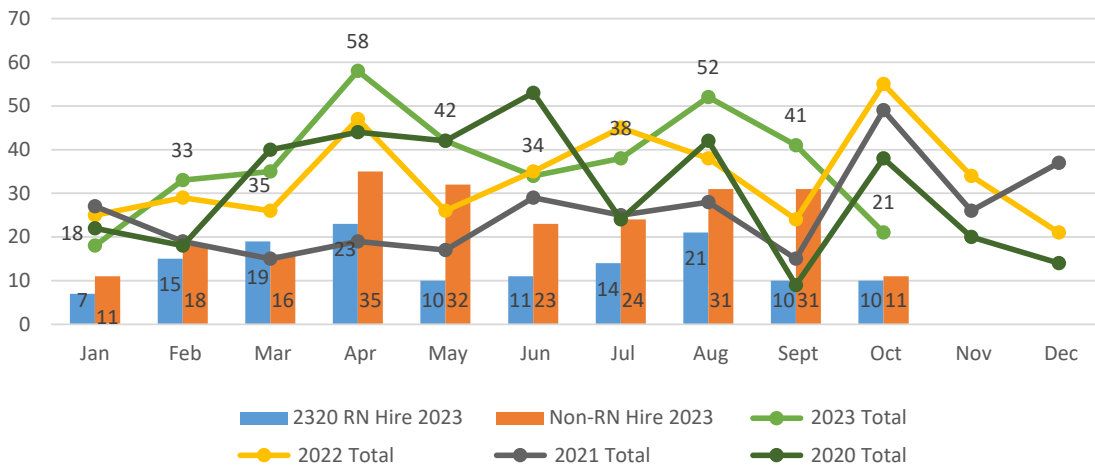
Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
1230	Instructional Designer	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
1840	Junior Management Assistant	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
2326	Nursing Supervisor - Psych	100%	0.0	1.0	Pending Requisition approval	5-10 days
2588	Health Worker IV	100%	0.0	1.0	Interviews in progress/Pending Selection	30 days
2738	Porter Assistant Supervisor	100%	0.0	1.0	Interviews in progress/Pending Selection	30 days
3422	Park Section Supervisor	100%	0.0	1.0	Onboarding	10-20 days
5177	Safety Officer	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
7236	Locksmith Supervisor 1	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
1824	Principal Administrative Analyst	83%	1.0	5.0	Interviews in progress/Pending Selection	30 days
9910	Health Worker II (Interpreter Trainee)	78%	2.0	7.0	Onboarding	10-20 days
4320	Cashier I	75%	1.0	3.0	Pending Requisition Approval	5-10 days
2591	Health Program Coordinator II	67%	1.0	2.0	Pending Requisition Request by Hiring Manager	30 days
2822	Health Educator	67%	1.0	2.0	Pending Announcement/Exam Administration	60-90 days
2540	Audiologist	52%	1.0	1.1	Pending Requisition Request by Hiring Manager	30 days
0943	Manager VIII	50%	1.0	1.0	Pending Announcement/Exam Administration	60-90 days
1408	Principal Clerk	50%	2.0	2.0	Pending Requisition approval	5-10 days
1632	Senior Account Clerk	50%	3.0	3.0	Pending Requisition approval	5-10 days
1634	Principal Account Clerk	50%	1.0	1.0	Pending Requisition approval	5-10 days
1822	Administrative Analyst	50%	2.0	2.0	Onboarding	10-20 days
1934	Storekeeper	50%	2.0	2.0	Pending Announcement/Exam Administration	60-90 days
5506	Project Manager III	50%	1.0	1.0	Pending Requisition approval	5-10 days
2473	Diagnostic Medical Sonographer I, II, III	42%	2.8	2.0	Pending Announcement/Exam Administration	60-90 days
2305	Psychiatric Technician	40%	26.0	17.4	Interviews in progress/Pending Selection	30 days
2310	Surgical Procedures Technician	37%	13.9	8.1	Pending Requisition approval	5-10 days
0931	Manager III	36%	7.0	4.0	Onboarding	10-20 days
1406	Senior Clerk	34%	27.6	14.3	Interviews in progress/Pending Selection	30 days
0922	Manager I	33%	4.0	2.0	Interviews in progress/Pending Selection	30 days
0933	Manager V	33%	2.0	1.0	Pending Announcement/Exam Administration	60-90 days
0942	Manager VII	33%	2.0	1.0	Pending Announcement/Exam Administration	60-90 days
2106	Medical Staff Svcs-Specialist	33%	2.0	1.0	Interviews in progress/Pending Selection	30 days
2589	Health Program Coordinator I	33%	2.0	1.0	Interviews in progress/Pending Selection	30 days
2606	Senior Food Service Worker	31%	5.5	2.5	Interviews in progress/Pending Selection	30 days
2622	Dietetic Technician	29%	4.0	1.6	Interviews in progress/Pending Selection	30 days
2119	Health Care Analyst	28%	13.0	5.0	Onboarding	10-20 days
2314	Public Health Team Leader	25%	17.8	6.0	Onboarding	10-20 days
2585	Health Worker I	25%	3.0	1.0	Pending Requisition approval	5-10 days
2548	Occupational Therapist	23%	14.3	4.3	Interviews in progress/Pending Selection	30 days
2930	Behavioral Health Clinician	21%	14.6	3.9	Interviews in progress/Pending Selection	30 days
2586	Health Worker II	21%	56.5	15.0	Onboarding	10-20 days

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
1429	Nurses Staffing Assistant	21%	10.3	2.7	Pending requisition approval	5-10 days
2654	Cook	20%	8.0	2.0	Interviews in progress/Pending Selection	30 days
3417	Gardener	20%	2.0	0.5	Interviews in progress/Pending Selection	30 days
2471	Radiologic Technologist I, II, III	19%	15.3	3.6	Interviews in progress/Pending Selection	30 days
1636	Health Care Billing Clerk II	17%	15.0	3.0	Pending Requisition Approval	5-10 days
2909	Hospital Eligibility Worker Supv	17%	10.0	2.0	Interviews in Progress/Pending Selection	30 days
7334	Stationary Engineer	15%	22.0	4.0	Pending Announcement/Exam Administration	60-90 days
2330	Anesthetist	15%	11.4	2.0	On Boarding/Interviews in Progress	
1637	Patient Accounts Clerk	15%	23.0	4.0	Pending Announcement/Exam Administration	60-90 days
2323	Clinical Nurse Specialist	14%	6.0	1.0	Pending Announcement/Exam Administration	60-90 days
2406	Pharmacy Helper	14%	6.0	1.0	Pending Announcement/Exam Administration	60-90 days
2496	Radiologic Technologist Supv	14%	6.0	1.0	Interviews in progress/Pending Selection	30 days
2105	Patient Services Finance Tech	14%	7.0	1.1	Onboarding	10-20 days
2453	Supervising Pharmacist	13%	7.0	1.0	Pending Announcement/Exam Administration	60-90 days
2430	Medical Evaluations Assistant	12%	150.7	20.9	Interviews in progress/Pending Selection	30 days
2556	Physical Therapist	11%	22.5	2.9	Interviews in progress/Pending Selection	30 days
2740	Porter Supervisor I	11%	8.0	1.0	Interviews in progress/Pending Selection	30 days
2604	Food Service Worker	11%	49.6	6.0	Interviews in progress/Pending Selection	30 days
2908	Senior Hospital Eligibility Worker	11%	67.6	8.0	Interviews in progress/Pending Selection	30 days
2328	Nurse Practitioner	10%	75.0	8.3	Interviews in progress/Pending Selection	30 days
2624	Dietitian	10%	9.0	1.0	Pending Requisition Request by Hiring Manager	30 days
1428	Unit Clerk	0.10	43.5	4.8	Pending Announcement/Exam Administration	60-90 days
2322	Nurse Manager	0.10	37.0	4.0	Onboarding	10-20 days
2409	Pharmacy Technician	0.10	52.0	5.5	Interviews in progress/Pending Selection	30 days

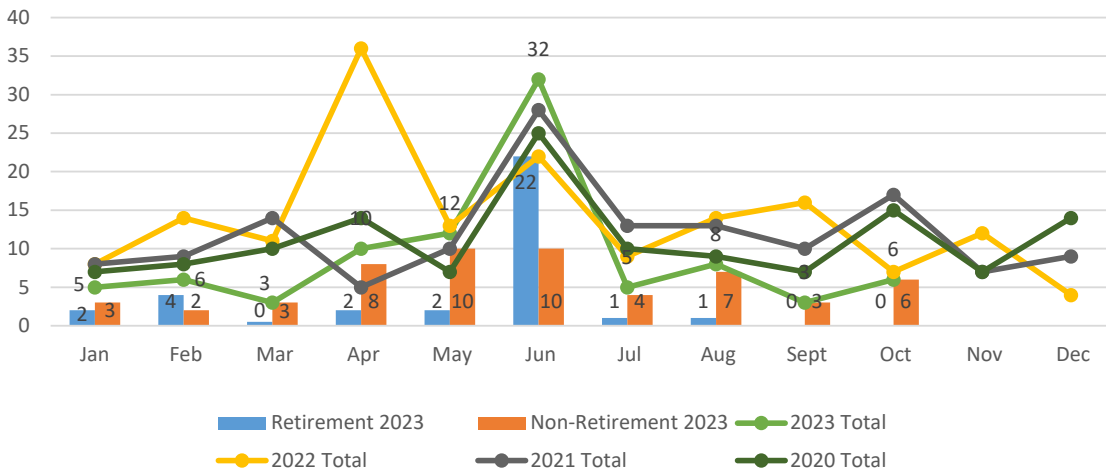
ZSFG Vacancy Rate Trend



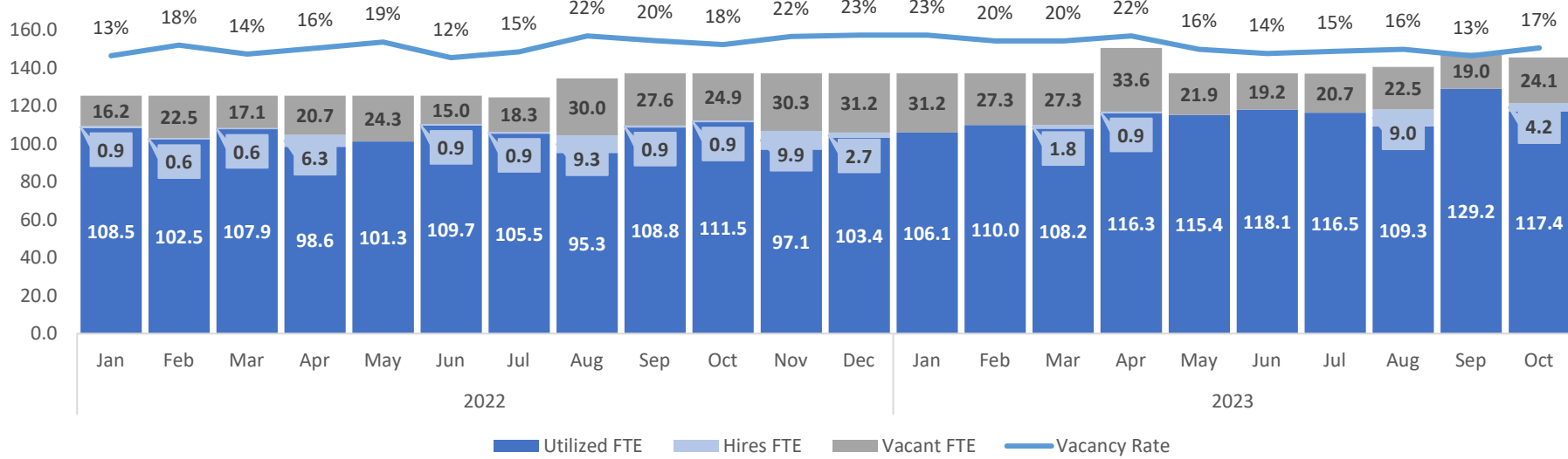
ZSFG New Hire Trend



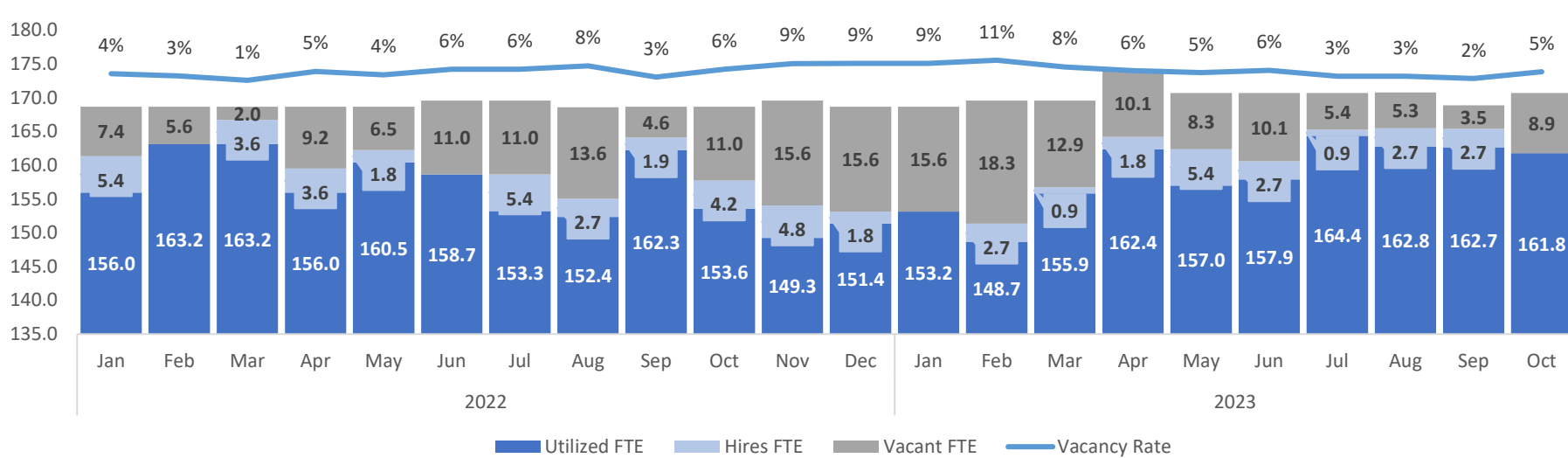
ZSFG Separation Trend



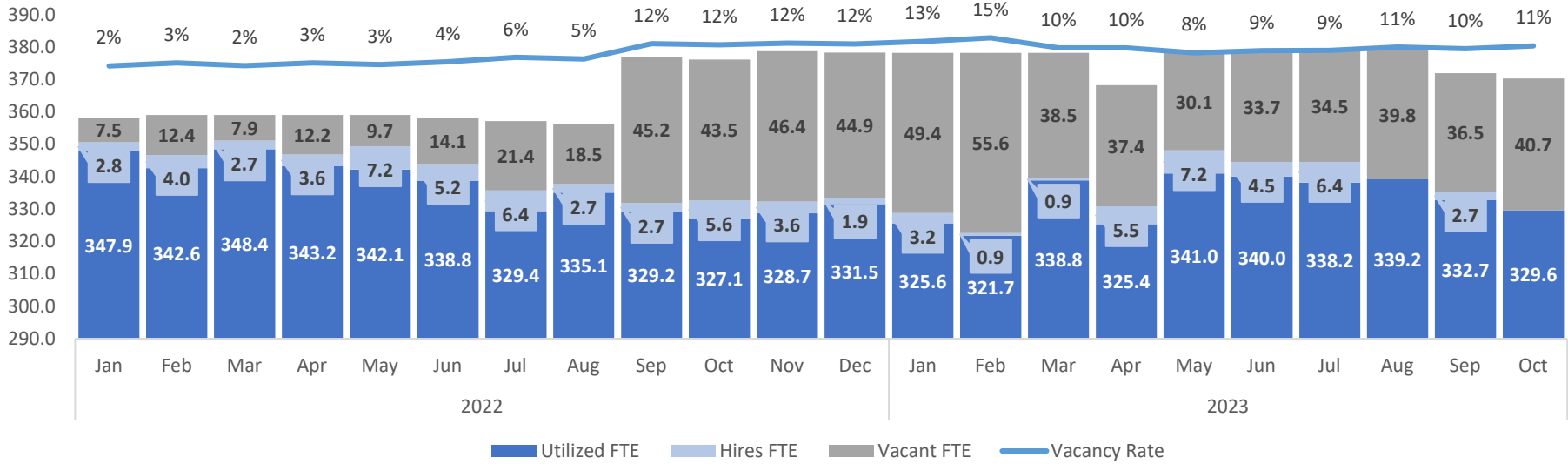
ZSFG ED Vacancy Rate Trend



ZSFG CC Vacancy Rate Trend



ZSFG MS Vacancy Rate Trend



ZSFG OR Vacancy Rate Trend

