

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (JANUARY 2024)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status
 - Graphs: YTD vacancy rate, new hires, and separations
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1) Total hospital vacancies decreased to 9.20% as of December 2023, compared to 9.91% in November 2023. We've hired a total of ten (10) employees between December 1 and December 31, 2023, in various classifications including RNs and had nine (8) separations during the same period of which four (4) were retirements.

2) RN vacancy rate decreased to 7.0%.

To mitigate challenges in hiring nurses:

- Two (2) P103 Per Diem nurses were hired last month to fill gaps in vacancies
- An expedited RN hiring project began in December with the goal of filling 63 vacancies from eligible lists by early February 2024 or sooner
- HR continues to work with nursing leadership on a strategic plan for RN hiring, to establish a regular cadence for selection and hiring
- HR is working with the new People Data and Process Improvement Team to develop more comprehensive RN reports

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-
 - 13.9 FTE Vacancies (9.54% RNs in this specialty) with six selections made with target start work dates on January 20, 2024 and February 17, 2024
- Critical Care Unit -
 - 7.1 FTE Vacancies (4.16% of RNs in this specialty) with six selections made with target start work dates January 20, 2024, and February 3, 2024
- Med-Surgical Unit-
 - 33.2 FTE Vacancies (8.97% of RNs within this specialty) with thirteen selections made with target start work date on January 20, 2024 and February 3, 2024
- OR Unit-
 - 2.9 FTE Vacancies (5.50% of RNs within this specialty) with two selections made with target start work date on February 3, 2024

5) **RN Training Update:**

- Next Critical Care Training program will be scheduled when additional positions become available
- Next Emergency Care Training Program is anticipated on January 20, 2024, and another in April 2024 with a cohort of up to ten (10) in each cohort
- Next Med/Surg Training Program is anticipated February 3, 2024, with staggered start dates through March and April, with a cohort of up to thirty (30)
- Next OR Training Program is targeted for March 2024, with a cohort of up to three (3)

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

- One (1) 2920 Medical Social Worker
- Two (2) 2587 Health Worker 3s

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- One (1) 2430 Medical Evaluations Assistant
- One (1) 2322 Nurse Manager
- Seven (7) 2908 Senior Hospital Eligibility Workers

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%
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	2.0	4.0	67%
2591	Health Program Coordinator II	3.0	1.0	2.0	67%
2822	Health Educator	3.0	1.0	2.0	67%
4320	Cashier I	3.0	1.0	2.0	67%
9910	Health Worker II (Interpreter Trainee)	13.0	6.0	7.0	54%
2540	Audiologist	2.1	1.0	1.1	52%
0943	Manager VIII	2.0	1.0	1.0	50%
1408	Principal Clerk	4.0	2.0	2.0	50%
1634	Principal Account Clerk	2.0	1.0	1.0	50%
1652	Accountant II	2.0	1.0	1.0	50%
1934	Storekeeper	4.0	2.0	2.0	50%
2107	Medical Staff Svcs-Analyst	2.0	1.0	1.0	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%
2310	Surgical Procedures Technician	22.0	12.9	9.1	41%
931	Manager III	11.0	7.0	4.0	36%
2119	Health Care Analyst	20.0	13.0	7.0	35%
922	Manager I	6.0	4.0	2.0	33%
0933	Manager V	3.0	2.0	1.0	33%
0942	Manager VII	3.0	2.0	1.0	33%
2106	Medical Staff Svcs-Specialist	3.0	2.0	1.0	33%
1406	Senior Clerk	41.8	28.6	13.3	32%
2622	Dietetic Technician	5.6	4.0	1.6	29%
1822	Administrative Analyst	4.0	3.0	1.0	25%
2453	Supervising Pharmacist	8.0	6.0	2.0	25%
2585	Health Worker I	4.0	3.0	1.0	25%
2305	Psychiatric Technician	42.4	33.5	8.9	21%
1404	Clerk	5.0	4.0	1.0	20%
3417	Gardener	2.5	2.0	0.5	20%
1632	Senior Account Clerk	6.0	5.0	1.0	17%
1636	Health Care Billing Clerk II	18.0	15.0	3.0	17%
2606	Senior Food Service Worker	9.0	7.5	1.5	17%
2604	Food Service Worker	55.6	47.6	8.0	14%
2406	Pharmacy Helper	7.0	6.0	1.0	14%
2105	Patient Services Finance Tech	8.1	7.0	1.1	14%
2312	Licensed Vocational Nurse	53.5	46.4	7.1	13%
2930	Behavioral Health Clinician	18.5	16.1	2.4	13%
2314	Public Health Team Leader	23.8	20.8	3.0	13%
2593	Health Program Coordinator III	16.0	14.0	2.0	13%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2586	Health Worker II	68.5	60.0	8.5	12%
2390	CPD Technician	24.8	21.8	3.0	12%
7334	Stationary Engineer	26.0	23.0	3.0	12%
1637	Patient Accounts Clerk	27.0	24.0	3.0	11%
2740	Porter Supervisor I	9.0	8.0	1.0	11%
2624	Dietitian	10.0	9.0	1.0	10%
2654	Cook	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%
2903	Hospital Eligibility Worker	123.6	112.3	11.3	9%
2328	Nurse Practitioner	83.3	76.0	7.4	9%
2430	Medical Evaluations Assistant	171.5	156.5	15.0	9%
1708	Senior Telephone Operator	12.0	11.0	1.0	9%
2218	Physician Assistant	9.4	8.6	0.8	9%
2909	Hospital Eligibility Worker Supv	12.0	11.0	1.0	8%
2330	Anesthetist	13.4	12.3	1.1	8%
2548	Occupational Therapist	18.6	17.1	1.5	8%
2920	Medical Social Worker	34.7	32.0	2.7	8%
2556	Physical Therapist	25.4	23.5	1.9	8%
2320	Registered Nurse	1031.4	956.2	75.2	7%
2736	Porter	200.5	187.9	12.6	6%
2409	Pharmacy Technician	57.5	54.0	3.5	6%
1932	Assistant Storekeeper	17.0	16.0	1.0	6%
1429	Nurses Staffing Assistant	12.0	11.3	0.7	6%
2587	Health Worker III	27.0	26.0	1.0	4%
2303	Patient Care Assistant	194.0	186.9	7.1	4%
2471	Radiologic Technologist I, II, III	18.9	18.3	0.6	3%
2450	Pharmacist	31.5	30.8	0.7	2%
2468	Diagnostic Imaging Tech II	32.0	31.5	0.6	2%
2908	Senior Hospital Eligibility Worker	75.6	74.6	1.0	1%



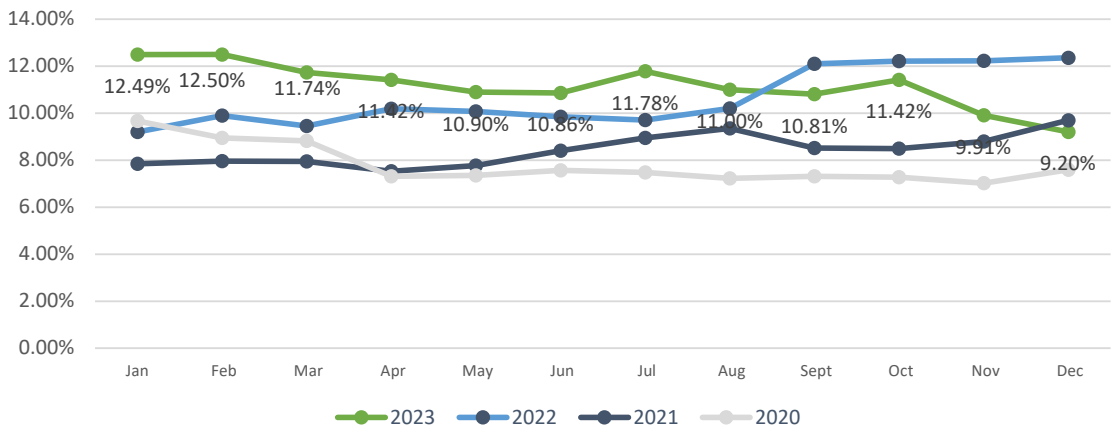
Zuckerberg San Francisco General Hospital and Trauma Center
 Status of Vacancy Rates Over 10% (December 2023)



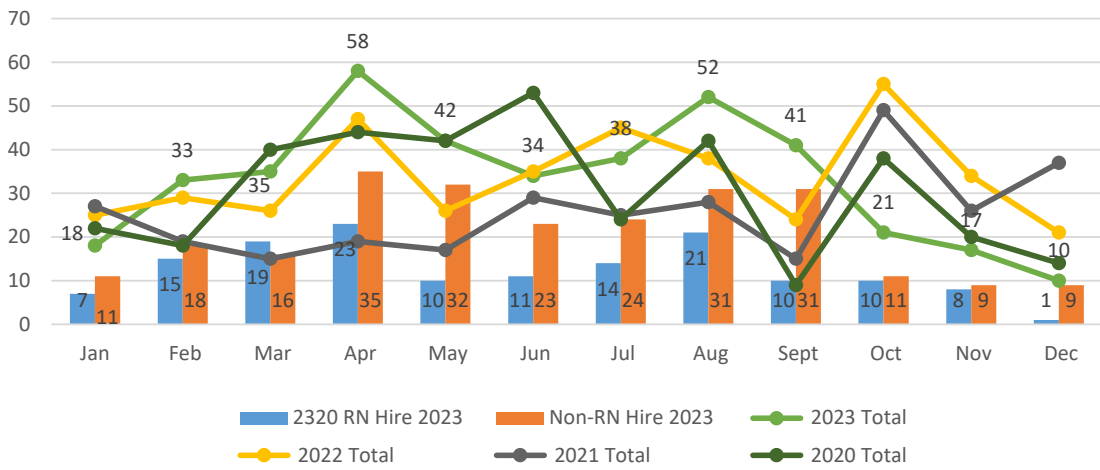
Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
1230	Instructional Designer	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
1840	Junior Management Assistant	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
2326	Nursing Supervisor - 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
5177	Safety Officer (tx'ed to 0931)	100%	0.0	1.0	Interviews in progress/Pending Selection	30 days
7236	Locksmith Supervisor 1	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
1824	Principal Administrative Analyst	67%	2.0	4.0	Pending Requisition approval	5-10 days
2591	Health Program Coordinator II	67%	1.0	2.0	Pending Requisition approval	5-10 days
2822	Health Educator	67%	1.0	2.0	Pending Announcement/Exam Administration	60-90 days
4320	Cashier I	67%	1.0	2.0	Pending Announcement/Exam Administration	60-90 days
9910	Health Worker II (Interpreter Trainee)	54%	6.0	7.0	Onboarding	10-20 days
2540	Audiologist	52%	1.0	1.1	Pending Requisition approval	5-10 days
0943	Manager VIII	50%	1.0	1.0	Pending Requisition approval	5-10 days
1408	Principal Clerk	50%	2.0	2.0	Pending Requisition approval	5-10 days
1634	Principal Account Clerk	50%	1.0	1.0	Interviews in progress/Pending Selection	30 days
1652	Accountant II	50%	1.0	1.0	Interviews in progress/Pending Selection	30 days
1934	Storekeeper	50%	2.0	2.0	Pending Announcement/Exam Administration	60-90 days
2107	Medical Staff Svcs-Analyst	50%	1.0	1.0	Interviews in progress/Pending Selection	30 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	Interviews in progress/Pending Selection	30 days
2310	Surgical Procedures Technician	41%	12.9	9.1	Interviews in progress/Pending Selection	30 days
0931	Manager III	36%	7.0	4.0	Pending Requisition approval	5-10 days
2119	Health Care Analyst	35%	13.0	7.0	Pending Requisition approval	5-10 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 Requisition approval	5-10 days
2106	Medical Staff Svcs-Specialist	33%	2.0	1.0	Onboarding	10-20 days
1406	Senior Clerk	32%	28.6	13.3	Interviews in progress/Pending Selection	30 days
2622	Dietetic Technician	29%	4.0	1.6	Pending Announcement/Exam Administration	60-90 days
1822	Administrative Analyst	25%	3.0	1.0	Onboarding	10-20 days
2453	Supervising Pharmacist	25%	6.0	2.0	Interviews in progress/Pending Selection	30 days
2585	Health Worker I	25%	3.0	1.0	Pending Requisition approval	5-10 days
2305	Psychiatric Technician	21%	33.5	8.9	Onboarding	10-20 days
1404	Clerk	20%	4.0	1.0	Interviews in progress/Pending Selection	30 days
3417	Gardener	20%	2.0	0.5	Pending Requisition approval	5-10 days
1632	Senior Account Clerk	17%	5.0	1.0	Interviews in progress/Pending Selection	30 days
1636	Health Care Billing Clerk II	17%	15.0	3.0	Pending Announcement/Exam Administration	60-90 days
2606	Senior Food Service Worker	17%	7.5	1.5	Onboarding	10-20 days
2604	Food Service Worker	14%	47.6	8.0	Interviews in progress/Pending Selection	30 days
2406	Pharmacy Helper	14%	6.0	1.0	Pending Announcement/Exam Administration	60-90 days
2105	Patient Services Finance Tech	14%	7.0	1.1	Pending Announcement/Exam Administration	60-90 days

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
2312	Licensed Vocational Nurse	13%	46.4	7.1	Interviews in progress/Pending Selection	30 days
2930	Behavioral Health Clinician	13%	16.1	2.4	Interviews in progress/Pending Selection	30 days
2314	Public Health Team Leader	13%	20.8	3.0	Onboarding	10-20 days
2593	Health Program Coordinator III	13%	14.0	2.0	Interviews in progress/Pending Selection	30 days
2586	Health Worker II	12%	60.0	8.5	Onboarding	10-20 days
2390	CPD Technician	12%	21.8	3.0	Interviews in progress/Pending Selection	30 days
7334	Stationary Engineer	12%	23.0	3.0	Interviews in progress/Pending Selection	30 days
1637	Patient Accounts Clerk	11%	24.0	3.0	Interviews in progress/Pending Selection	30 days
2740	Porter Supervisor I	11%	8.0	1.0	Interviews in progress/Pending Selection	30 days
2624	Dietitian	10%	9.0	1.0	Pending Announcement/Exam Administration	60-90 days
2654	Cook	10%	9.0	1.0	Interviews in progress/Pending Selection	30 days
1428	Unit Clerk	10%	43.5	4.8	Pending Announcement/Exam Administration	60-90 days
2322	Nurse Manager	10%	37.0	4.0	Pending Announcement/Exam Administration	60-90 days

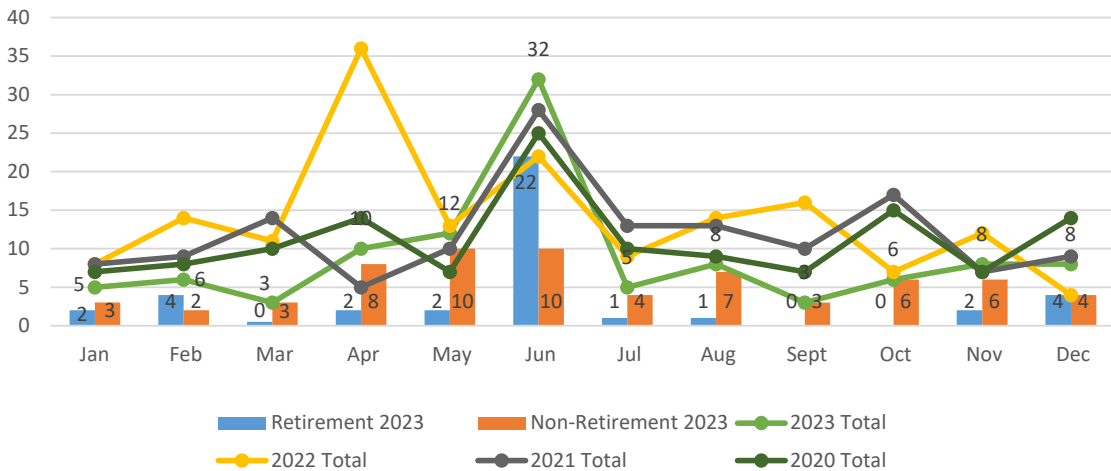
ZSFG Vacancy Rate Trend



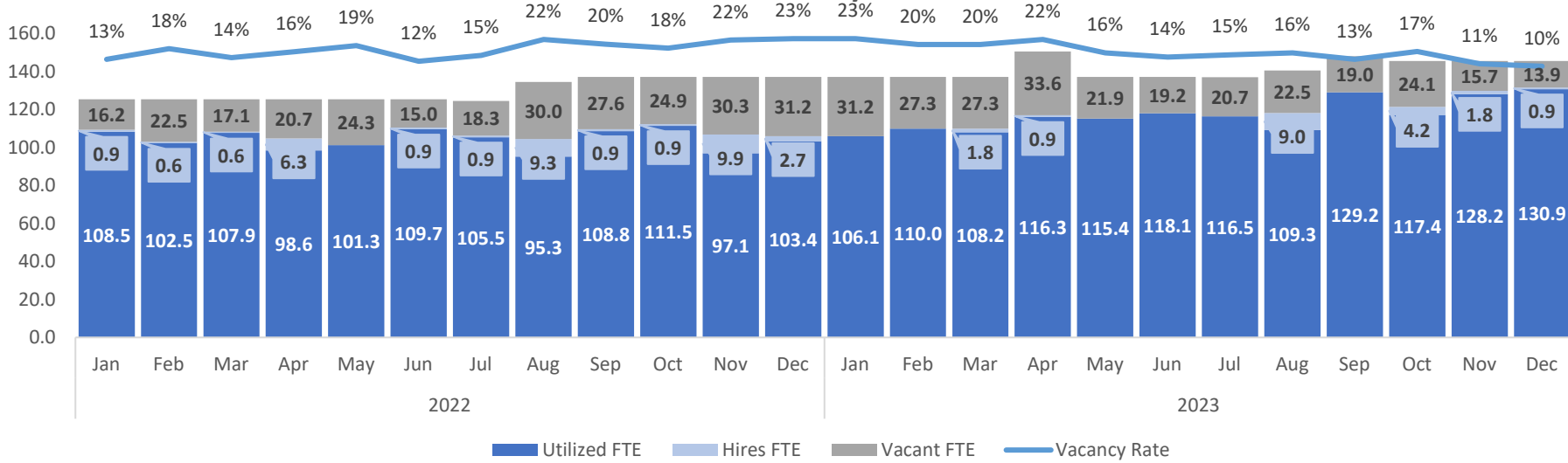
ZSFG New Hire Trend



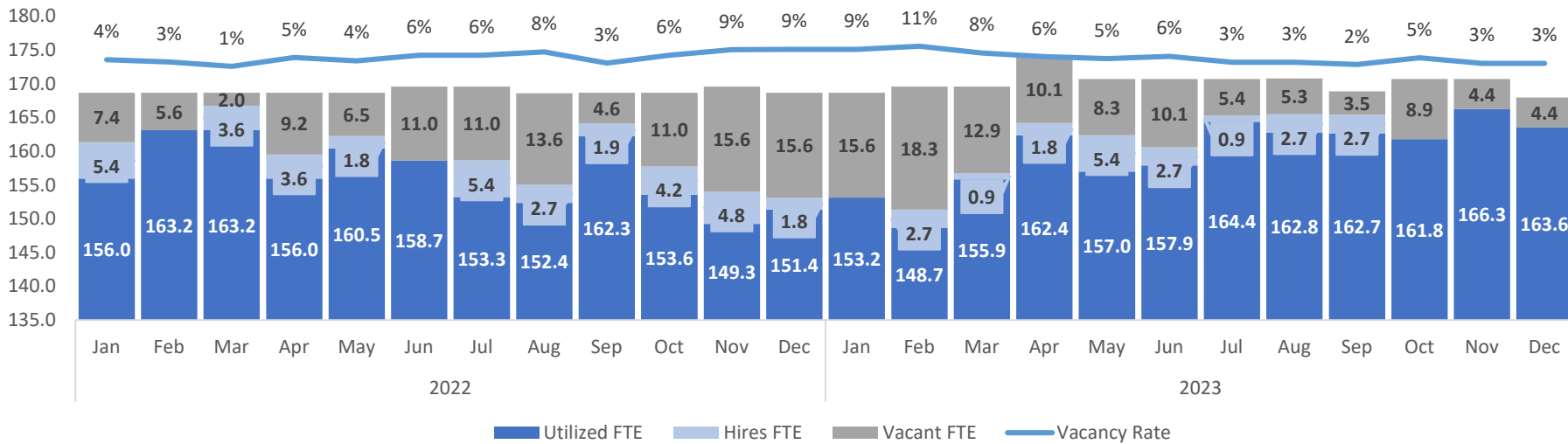
ZSFG Separation Trend



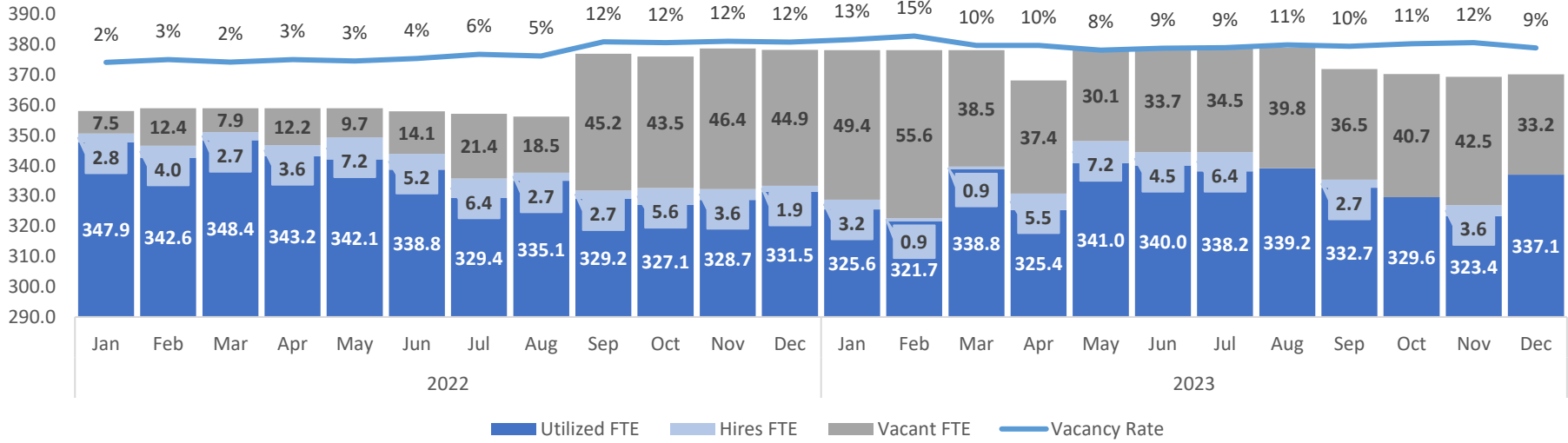
ZSFG ED Vacancy Rate Trend



ZSFG CC Vacancy Rate Trend



ZSFG MS Vacancy Rate Trend



ZSFG OR Vacancy Rate Trend

