

LHH HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (February 2024)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status
 - Graphs: YTD vacancy rate, new hires, separations
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1) LHH vacancies were at 13.8% in January seeing an increase from the 12.7% in December.

We hired a total of twenty-five (25) employees between January 1 and January 31, 2024, in various classifications and had four (4) separations during the same period including one (1) retirement.

We continue to prioritize and support with the hiring of the RN class. The vacancy rate currently stands at 7.69% for the month of January 2024 (16.5 vacancies). Of these positions, we are in the midst of processing five (5) reassignments. We have made candidate selections for 10 of the remaining positions and they will begin the onboarding process next week.

With regards to Nursing Managers (2322) class, we are currently in the process of hiring for 6 of the vacant positions. The new eligibility list is awaited for this classification to begin the hiring process.

There are currently 27 openings for the Licensed Vocational Nurses category or the 2312 class for which we have made selections for 19 positions. We have candidates being interviewed for 6 of the other vacancies while 2 of the vacancies are just beginning the hiring process.

With the Certified Nursing Assistant category (2303 CNAs), we are currently seeing a vacancy of 42 positions in this classification. Eighteen (18) of these positions are being processed for reassignment. Sixteen (16) of these vacancies are in the selection process (Interview process). Eight (8) of the remaining positions will begin the hiring process soon.

The HR team is also continuing to process vacancies within several classes through an efficient batch hiring process. Currently we are beginning to onboard 50 new hires in the 2903 (Hospital Eligibility Worker) classification, 7 in the 7334 (Stationary Engineers) classification, 15 of the 2593 (Health Program Coordinator) classification. We are also beginning the hiring process for 32 vacancies across DPH for the 2430 (Medical Evaluations Assistant) classification. The batch hiring process continues to identify efficiencies in improving the hiring process as we look at vacancies across DPH and ensure a better outcome for both the candidates and the hiring managers through this process.

The HR team regularly holds vacancy meetings with Exec leaders and hiring managers on a weekly, monthly basis to go over the vacancy information and hiring plans.

2) RN Highlights:

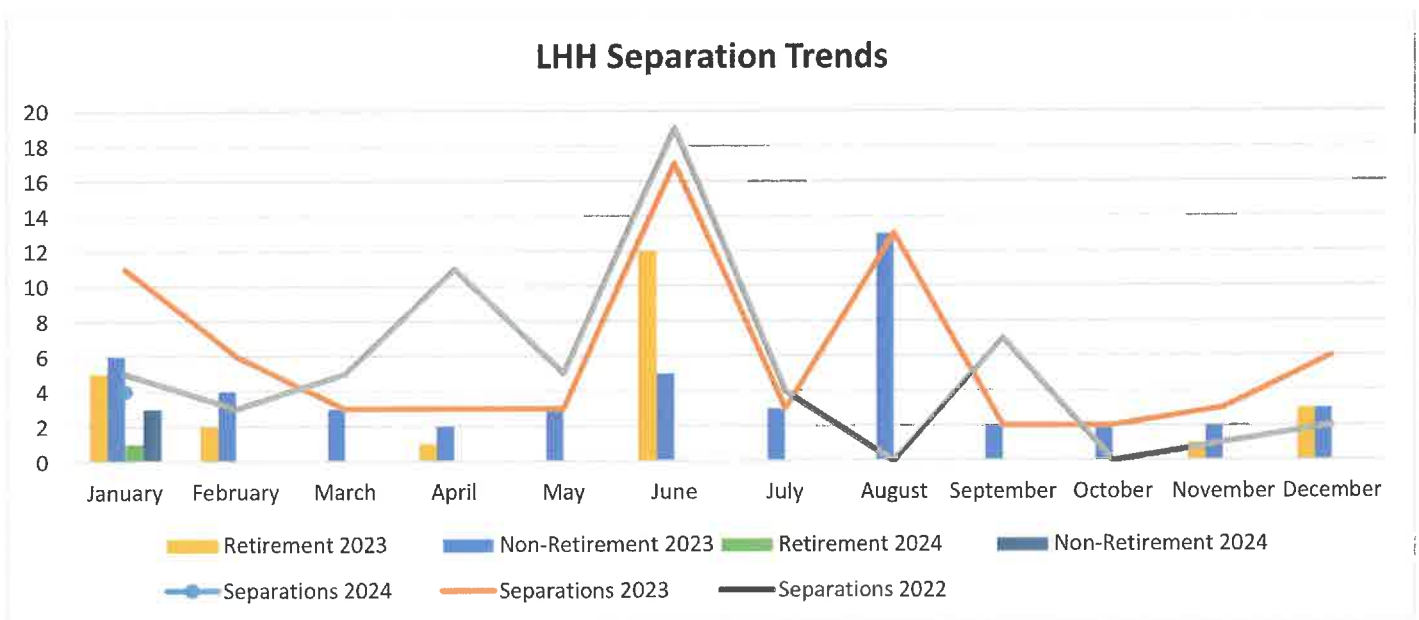
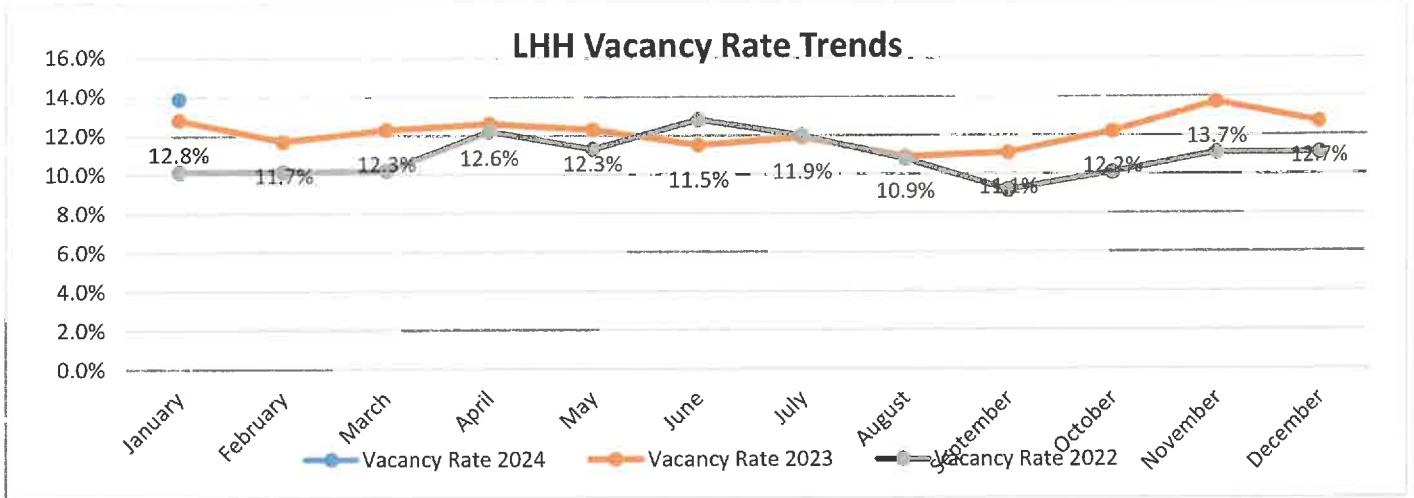
- 5 P 103s started last month.
- 1 RN started last month.

3) Non-RN Highlights

- 943- Chief Care Experience Officer started last month.
- (2) 2232- Sr Physician Specialists started last month
- (1) 2230 – Physician Specialist started last month
- (9) 2303 – Patient Care Assistants started at LHH last month



LHH Vacancy Rate, Hires & Separations | February 2024





LHH Status of Vacancy Rates Over 10% February 2024

Job Class	Job Title	Vacancy Rate	Utilized FTEs	Vacant FTEs	Notes
2233	Supervising Physician Spec	100.00%	0	1	Interviews in progress/Pending Selection
3370	Animal Care Attendant	100.00%	0	1	Interviews in progress/Pending Selection
6138	Industrial Hygienist	100.00%	0	1	Interviews in Progress/Pending Selection
7120	Bldgs & Grounds Maint Supt	100.00%	0	1	Interviews in Progress/Pending Selection
1662	Patient Accounts Asst Sprv	100.00%	0	1	Pending announcement/exam administration
1664	Patient Accounts Manager	100.00%	0	1	Pending announcement/exam administration
2520	Morgue Attendant	100.00%	0	1	Pending announcement/exam administration
2574	Clinical Psychologist	100.00%	0	1	Pending announcement/exam administration
5502	Project Manager 1	100.00%	0	1	Pending Merit Approval
1630	Account Clerk	100.00%	0	1	Pending requisition approval
955	Dep Dir V	100.00%	0	1	Pending requisition approval
2471	Radiologic Tech I II III	75.00%	1	3	Pending announcement/exam administration
2903	Eligibility Worker	66.67%	1	2	Pending requisition request by hiring manager
2119	Health Care Analyst	66.67%	1	2	Interviews in Progress/Pending Selection
2930	Psychiatric Social Worker	50.00%	1	1	Interviews in progress/Pending Selection
3530	Chaplain	50.00%	1	1	Interviews in progress/Pending Selection
1654	Accountant III	50.00%	2	2	Pending announcement/exam administration
2586	Health Worker 2	50.00%	3	3	Onboarding
1635	Health Care Billing Clerk 1	50.00%	1	1	Interviews in progress/Pending Selection
1657	Accountant IV	50.00%	1	1	Pending announcement/exam administration
1824	Pr Administrative Analyst	50.00%	1	1	Interviews in progress/Pending Selection
1632	Senior Account Clerk	50.00%	1	1	Pending requisition request by hiring manager
4321	Cashier 2	50.00%	1	1	Interviews in progress/Pending Selection
922	Manager I	40.00%	3	2	Pending announcement/exam administration
2583	Home Health Aide	37.70%	38	23	On Hold
7334	Stationary Engineer	36.84%	12	7	Onboarding
1822	Administrative Analyst	33.33%	2	1	Interviews in progress/Pending Selection
2536	Respiratory Care Practitioner	33.33%	2	1	Interviews in progress/Pending Selection
931	Manager III	33.33%	2	1	Pending announcement/exam administration
923	Manager II	33.33%	2	1	Pending requisition request by hiring manager
2230	Physician Specialist	28.57%	2	0.8	Interviews in progress/Pending Selection
2573	Clinical Neuropsychologist	28.57%	2.5	1	Pending announcement/exam administration
1406	Senior Clerk	28.57%	10	4	Interviews in Progress/Pending Selection
2322	Nurse Manager	25.93%	20	7	Interviews in progress/Pending Selection
2618	Food Service Supervisor	25.00%	3	1	Pending announcement/exam administration
2312	Licensed Vocational Nurse	24.77%	82	27	Onboarding
7524	Institution Utility Worker	23.81%	8	2.5	Pending announcement/exam administration
2242	Sr Psychiatric Physician Spec	20.00%	4	1	Interviews in progress/Pending Selection
2242	Sr Psychiatric Physician Spec	20.00%	4	1	Interviews in progress/Pending Selection
2588	Health Worker 4	20.00%	8	2	Onboarding



Job Class	Job Title	Vacancy Rate	Utilized FTEs	Vacant FTEs	Notes
2587	Health Worker 3	17.65%	28	6	Onboarding
2430	Medical Evaluations Assistant	16.67%	5	1	Interviews in progress/Pending Selection
2591	Health Program Coordinator 2	16.67%	5	1	Interviews in Progress/Pending Selection
1429	Nurses Staffing Assistant	14.29%	6	1	Interviews in progress/Pending Selection
1636	Health Care Billing Clerk 2	12.50%	7	1	Pending announcement/exam administration
1428	Unit Clerk	12.50%	14	2	Pending announcement/exam administration
2303	Patient Care Assistant	11.61%	411	54	Interviews in progress/Pending Selection
2324	Nursing Supervisor	11.11%	8	1	Pending requisition request by hiring manager
2604	Food Service Worker	10.95%	61	7.5	Pending announcement/exam administration



LHH Vacancy Report by FTE | December 2023*

Job Class	Job Title	Budgeted FTEs	Utilized FTEs	Vacant FTEs	Vacancy Rate
1630	Account Clerk	1	0	1	100.00%
1662	Patient Accounts Asst Sprv	1	0	1	100.00%
1664	Patient Accounts Manager	1	0	1	100.00%
2233	Supervising Physician Spec	1	0	1	100.00%
2520	Morgue Attendant	1	0	1	100.00%
2574	Clinical Psychologist	1	0	1	100.00%
3370	Animal Care Attendant	1	0	1	100.00%
5502	Project Manager 1	1	0	1	100.00%
6138	Industrial Hygienist	1	0	1	100.00%
7120	Bldgs & Grounds Maint Supt	1	0	1	100.00%
955	Dep Dir V	1	0	1	100.00%
2471	Radiologic Tech I II III	4	1	3	75.00%
2119	Health Care Analyst	3	1	2	66.67%
1632	Senior Account Clerk	2	1	1	50.00%
1635	Health Care Billing Clerk 1	2	1	1	50.00%
1657	Accountant IV	2	1	1	50.00%
1824	Pr Administrative Analyst	2	1	1	50.00%
2903	Eligibility Worker	2	1	1	50.00%
2930	Psychiatric Social Worker	2	1	1	50.00%
3530	Chaplain	2	1	1	50.00%
4321	Cashier 2	2	1	1	50.00%
1654	Accountant III	4	2	2	50.00%
2586	Health Worker 2	6	3	3	50.00%
922	Manager I	5	3	2	40.00%
2583	Home Health Aide	61	38	23	37.70%
7334	Stationary Engineer	19	12	7	36.84%
1822	Administrative Analyst	3	2	1	33.33%
2536	Respiratory Care Practitioner	3	2	1	33.33%
923	Manager II	3	2	1	33.33%
931	Manager III	3	2	1	33.33%
2230	Physician Specialist	2.8	2	0.8	28.57%
2573	Clinical Neuropsychologist	3.5	2.5	1	28.57%
1406	Senior Clerk	14	10	4	28.57%
2322	Nurse Manager	27	20	7	25.93%
1823	Senior Administrative Analyst	4	3	1	25.00%
2242	Sr Psychiatric Physician Spec	4	3	1	25.00%
2618	Food Service Supervisor	4	3	1	25.00%



Job Class	Job Title	Budgeted FTEs	Utilized FTEs	Vacant FTEs	Vacancy Rate
2312	Licensed Vocational Nurse	109	82	27	24.77%
7524	Institution Utility Worker	10.5	8	2.5	23.81%
2588	Health Worker 4	10	8	2	20.00%
2587	Health Worker 3	34	28	6	17.65%
2430	Medical Evaluations Assistant	6	5	1	16.67%
2591	Health Program Coordinator 2	6	5	1	16.67%
1429	Nurses Staffing Assistant	7	6	1	14.29%
1934	Storekeeper	7	6	1	14.29%
1636	Health Care Billing Clerk 2	8	7	1	12.50%
1428	Unit Clerk	16	14	2	12.50%
2303	Patient Care Assistant	465	411	54	11.61%
2324	Nursing Supervisor	9	8	1	11.11%
2604	Food Service Worker	68.5	61	7.5	10.95%
2548	Occupational Therapist	10	9	1	10.00%
2654	Cook	10	9	1	10.00%
2606	Senior Food Service Worker	11.5	10.5	1	8.70%
2320	Registered Nurse	214.5	198	16.5	7.69%
2920	Medical Social Worker	20.5	19.5	1	4.88%
2232	Senior Physician Specialist	23.24	22.24	1	4.30%
2736	Porter	105	102	3	2.86%
1165	Manager, Dept Public Health	1	1	0	0.00%
1246	Prin Human Resources Analyst	1	1	0	0.00%
1404	Clerk	1	1	0	0.00%
1410	Chief Clerk	1	1	0	0.00%
1652	Accountant II	1	1	0	0.00%
1663	Patient Accounts Supervisor	1	1	0	0.00%
1670	Financial Systems Supervisor	1	1	0	0.00%
1820	Junior Administrative Analyst	1	1	0	0.00%
1944	Materials Coordinator	1	1	0	0.00%
2106	Med Staff Svcs Dept Spc	1	1	0	0.00%
2110	Medical Records Clerk	1	1	0	0.00%
2392	Sr Cent Proc & Dist Tech	1	1	0	0.00%
2424	X Ray Laboratory Aide	1	1	0	0.00%
2453	Supervising Pharmacist	1	1	0	0.00%
2472	Radiologic Technologist Lead	1	1	0	0.00%
2550	Senior Occupational Therapist	1	1	0	0.00%
2619	Senior Food Service Supervisor	1	1	0	0.00%
2626	Chief Dietitian	1	1	0	0.00%
2656	Chef	1	1	0	0.00%



Job Class	Job Title	Budgeted FTEs	Utilized FTEs	Vacant FTEs	Vacancy Rate
2738	Porter Assistant Supervisor	1	1	0	0.00%
2908	Sen Hospital Eligibility Wrkr	1	1	0	0.00%
2909	Hospital Elig Wrk Supervisor	1	1	0	0.00%
2922	Senior Medical Social Worker	1	1	0	0.00%
2931	Marriage Family & Child Cnslr	1	1	0	0.00%
5268	Architect	1	1	0	0.00%
6139	Senior Industrial Hygienist	1	1	0	0.00%
7203	Bldg & Grounds Maint Sprv	1	1	0	0.00%
7205	Chief Stationary Engineer	1	1	0	0.00%
7355	Truck Driver	1	1	0	0.00%
933	Manager V	1	1	0	0.00%
943	Manager VIII	1	1	0	0.00%
2542	Speech Pathologist	1.6	1.6	0	0.00%
1408	Principal Clerk	2	2	0	0.00%
1637	Patient Accounts Clerk	2	2	0	0.00%
1942	Asst Materials Coordinator	2	2	0	0.00%
2555	Physical Therapist Assistant	2	2	0	0.00%
2558	Senior Physical Therapist	2	2	0	0.00%
2785	Asst General Services Manager	2	2	0	0.00%
2924	Medical Social Work Supervisor	2	2	0	0.00%
3417	Gardener	2	2	0	0.00%
7324	Beautician	2	2	0	0.00%
7342	Locksmith	2	2	0	0.00%
7344	Carpenter	2	2	0	0.00%
7345	Electrician	2	2	0	0.00%
7346	Painter	2	2	0	0.00%
7347	Plumber	2	2	0	0.00%
942	Manager VII	2	2	0	0.00%
1634	Principal Account Clerk	3	3	0	0.00%
1825	Prnpl Admin Analyst II	3	3	0	0.00%
2390	Central Processing & Dist Tech	3	3	0	0.00%
2593	Health Program Coordinator 3	3	3	0	0.00%
2620	Food Service Mgr Administrator	3	3	0	0.00%
2622	Dietetic Technician	3	3	0	0.00%
2903	Hospital Eligibility Worker	3	3	0	0.00%
7335	Senior Stationary Engineer	3	3	0	0.00%
941	Manager VI	3	3	0	0.00%
1708	Senior Telephone Operator	3.5	3.5	0	0.00%
2454	Clinical Pharmacist	4	4	0	0.00%



Job Class	Job Title	Budgeted FTEs	Utilized FTEs	Vacant FTEs	Vacancy Rate
2908	Hospital Eligibility Worker	4	4	0	0.00%
2323	Clinical Nurse Specialist	5	5	0	0.00%
2554	Therapy Aide	6.98	6.98	0	0.00%
2740	Porter Supervisor 1	7	7	0	0.00%
2624	Dietitian	9	9	0	0.00%
2450	Pharmacist	9.3	9.3	0	0.00%
2409	Pharmacy Technician	14	14	0	0.00%
2556	Physical Therapist	14.3	14.3	0	0.00%
	Grand Total	1517.72	1305.42	212.3	13.99%