

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (MARCH 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 increased to 9.18% as of February 2024, compared to 7.65% in January 2024. We've hired a total of fifty-four (54) employees between February 1 and February 29, 2024, in various classifications including RNs and had five (5) separations during the same period of which two (2) were retirements.

2) RN vacancy rate increased to 5.0%.

To mitigate challenges in hiring nurses:

- Nine (9) P103 Per Diem nurses were hired last month to fill gaps in vacancies
- Onboarding events are happening daily to expedite medical and fingerprinting appointments
- HR and nursing leadership have a goal to reduce the DPH-wide RN vacancy rate to 5% by April 2024
- A monthly hiring plan is in place with an updated eligible list available every month for list selections

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-
 - 9.05 FTE Vacancies (6.54% RNs in this specialty) with twenty-one selections made with target start work dates on March 16, 2024, March 30, 2024, April 13, 2024, April 27, 2024, and May 25, 2024
- Critical Care Unit -
 - 13.5 FTE Vacancies (7.86% of RNs in this specialty) with nine selections made with target start work dates on March 16, 2024, March 30, 2024, April 13, 2024, May 25, 2024 and June 29, 2024
- Med-Surgical Unit-
 - 11.25 FTE Vacancies (3.04% of RNs within this specialty) with forty-two selections made with target start work dates on March 16, 2024, March 30, 2024, April 13, 2024
- OR Unit-
 - 0 FTE Vacancies (0% of RNs within this specialty)

5) **RN Training Update:**

- Next Critical Care Training Program will be scheduled when additional positions become available
- Next Emergency Care Training Program is anticipated in April 27, 2024 with a cohort of up to ten (10) and August 2024 with a cohort of up to ten (10)
- Next Med/Surg Training Program is anticipated in the coming months, with staggered start dates through March and April, with a cohort of up to thirty (30)
- Next OR Training Program will be scheduled when additional positions become available

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

- One (1) 1654 Accountant III
- One (1) 2409 Pharmacy Technician
- Four (4) 2305 Psychiatric Technicians
- One (1) 2328 Nurse Practitioner
- One (1) 1041 IS Engineer – Assistant

| Utilized Class | Job Title | Budgeted FTE | Utilized FTE | Vacant FTE | Vacancy Rate |
|----------------|--|--------------|--------------|------------|--------------|
| 1230 | Instructional Designer | 1.0 | 0.0 | 1.0 | 100% |
| 1664 | Patient Accounts Manager | 1.0 | 0.0 | 1.0 | 100% |
| 1840 | Junior Management Assistant | 1.0 | 0.0 | 1.0 | 100% |
| 2408 | Senior Pharmacy Helper | 1.0 | 0.0 | 1.0 | 100% |
| 2620 | Food Service Mgr Administrator | 1.0 | 0.0 | 1.0 | 100% |
| 7236 | Locksmith Supervisor 1 | 1.0 | 0.0 | 1.0 | 100% |
| 1662 | Patient Accounts Asst Supv | 3.0 | 1.0 | 2.0 | 67% |
| 1824 | Principal Administrative Analyst | 6.0 | 2.0 | 4.0 | 67% |
| 2822 | Health Educator | 3.0 | 1.0 | 2.0 | 67% |
| 4320 | Cashier I | 3.0 | 1.0 | 2.0 | 67% |
| 3417 | Gardener | 2.5 | 1.0 | 1.5 | 60% |
| 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% |
| 1822 | Administrative Analyst | 4.0 | 2.0 | 2.0 | 50% |
| 1934 | Storekeeper | 4.0 | 2.0 | 2.0 | 50% |
| 2551 | MH Treatment Specialist | 2.0 | 1.0 | 1.0 | 50% |
| 2591 | Health Program Coordinator II | 2.0 | 1.0 | 1.0 | 50% |
| 2656 | Chef | 2.0 | 1.0 | 1.0 | 50% |
| 5506 | Project Manager III | 2.0 | 1.0 | 1.0 | 50% |
| 2622 | Dietetic Technician | 5.6 | 3.0 | 2.6 | 46% |
| 1406 | Senior Clerk | 41.8 | 26.6 | 15.3 | 36% |
| 0933 | Manager V | 3.0 | 2.0 | 1.0 | 33% |
| 0942 | Manager VII | 3.0 | 2.0 | 1.0 | 33% |
| 1636 | Health Care Billing Clerk II | 18.0 | 12.0 | 6.0 | 33% |
| 2106 | Medical Staff Svcs-Specialist | 3.0 | 2.0 | 1.0 | 33% |
| 2310 | Surgical Procedures Technician | 22.0 | 14.9 | 7.1 | 32% |
| 2654 | Cook | 10.0 | 7.0 | 3.0 | 30% |
| 0931 | Manager III | 11.0 | 8.0 | 3.0 | 27% |
| 2314 | Public Health Team Leader | 23.8 | 17.8 | 6.0 | 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 | 43.4 | 34.7 | 8.7 | 20% |
| 1404 | Clerk | 5.0 | 4.0 | 1.0 | 20% |
| 1635 | Health Care Billing Clerk I | 5.0 | 4.0 | 1.0 | 20% |
| 2586 | Health Worker II | 68.5 | 55.0 | 13.5 | 20% |
| 1637 | Patient Accounts Clerk | 27.0 | 22.0 | 5.0 | 19% |
| 1429 | Nurses Staffing Assistant | 12.0 | 9.8 | 2.2 | 18% |

| Utilized Class | Job Title | Budgeted FTE | Utilized FTE | Vacant FTE | Vacancy Rate |
|----------------|------------------------------------|--------------|--------------|------------|--------------|
| 2930 | Behavioral Health Clinician | 19.5 | 16.1 | 3.4 | 17% |
| 0922 | Manager I | 6.0 | 5.0 | 1.0 | 17% |
| 1632 | Senior Account Clerk | 6.0 | 5.0 | 1.0 | 17% |
| 1654 | Accountant III | 6.0 | 5.0 | 1.0 | 17% |
| 1663 | Patient Accounts Supervisor | 6.0 | 5.0 | 1.0 | 17% |
| 2119 | Health Care Analyst | 19.0 | 16.0 | 3.0 | 16% |
| 2604 | Food Service Worker | 54.1 | 46.1 | 8.0 | 15% |
| 2406 | Pharmacy Helper | 7.0 | 6.0 | 1.0 | 14% |
| 2496 | Radiologic Technologist Supv | 7.0 | 6.0 | 1.0 | 14% |
| 2312 | Licensed Vocational Nurse | 51.6 | 44.2 | 7.4 | 14% |
| 2330 | Anesthetist | 13.4 | 11.5 | 1.9 | 14% |
| 2105 | Patient Services Finance Tech | 8.1 | 7.0 | 1.1 | 14% |
| 2593 | Health Program Coordinator III | 16.0 | 14.0 | 2.0 | 13% |
| 2740 | Porter Supervisor I | 9.0 | 8.0 | 1.0 | 11% |
| 2430 | Medical Evaluations Assistant | 172.4 | 153.9 | 18.5 | 11% |
| 2903 | Hospital Eligibility Worker | 125.7 | 112.5 | 13.2 | 11% |
| 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% |
| 2908 | Senior Hospital Eligibility Worker | 75.6 | 68.6 | 7.0 | 9% |
| 2328 | Nurse Practitioner | 82.5 | 75.1 | 7.4 | 9% |
| 1708 | Senior Telephone Operator | 12.0 | 11.0 | 1.0 | 9% |
| 2471 | Radiologic Technologist I, II, III | 18.9 | 17.3 | 1.6 | 8% |
| 2909 | Hospital Eligibility Worker Supv | 12.0 | 11.0 | 1.0 | 8% |
| 2920 | Medical Social Worker | 33.7 | 30.9 | 2.8 | 8% |
| 2548 | Occupational Therapist | 18.6 | 17.1 | 1.5 | 8% |
| 2409 | Pharmacy Technician | 57.5 | 53.0 | 4.5 | 8% |
| 2324 | Nursing Supervisor | 13.0 | 12.0 | 1.0 | 8% |
| 7334 | Stationary Engineer | 26.0 | 24.0 | 2.0 | 8% |
| 2587 | Health Worker III | 27.0 | 25.0 | 2.0 | 7% |
| 2606 | Senior Food Service Worker | 8.0 | 7.5 | 0.5 | 6% |
| 2303 | Patient Care Assistant | 193.1 | 181.5 | 11.6 | 6% |
| 1932 | Assistant Storekeeper | 17.0 | 16.0 | 1.0 | 6% |
| 2454 | Clinical Pharmacist | 35.5 | 33.5 | 2.0 | 6% |
| 2550 | Sr Occupational Therapist | 2.0 | 1.9 | 0.1 | 5% |
| 2320 | Registered Nurse | 1020.6 | 972.2 | 48.4 | 5% |
| 2424 | X-Ray Laboratory Aide | 33.5 | 32.5 | 1.0 | 3% |
| 2736 | Porter | 197.5 | 193.9 | 3.6 | 2% |
| 2468 | Diagnostic Imaging Tech II | 32.0 | 31.5 | 0.6 | 2% |

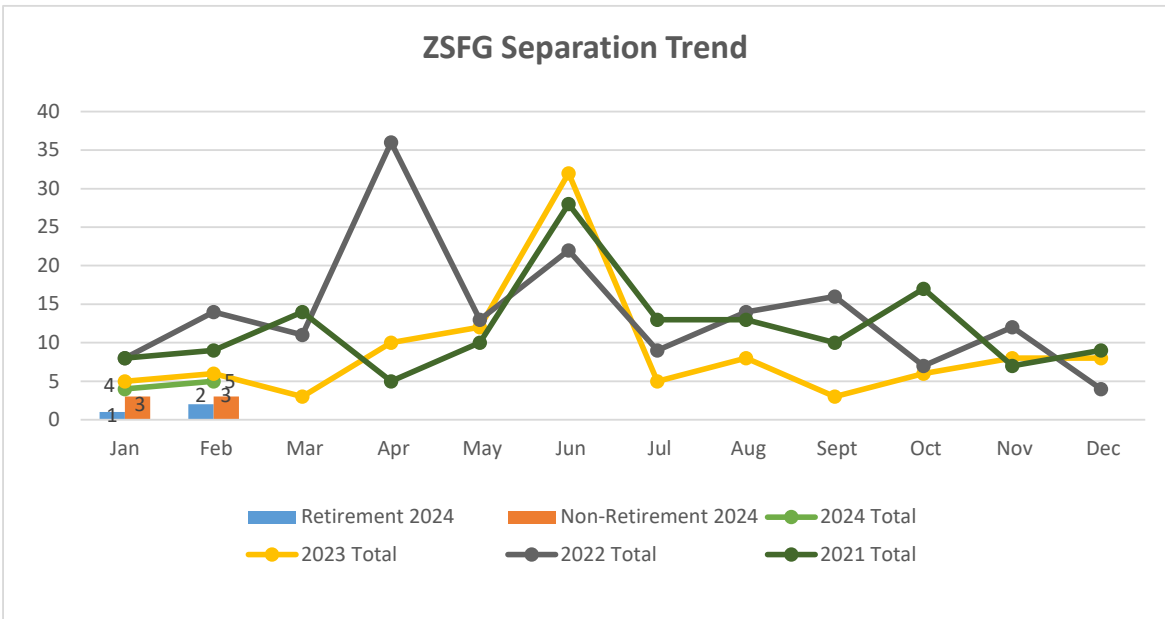
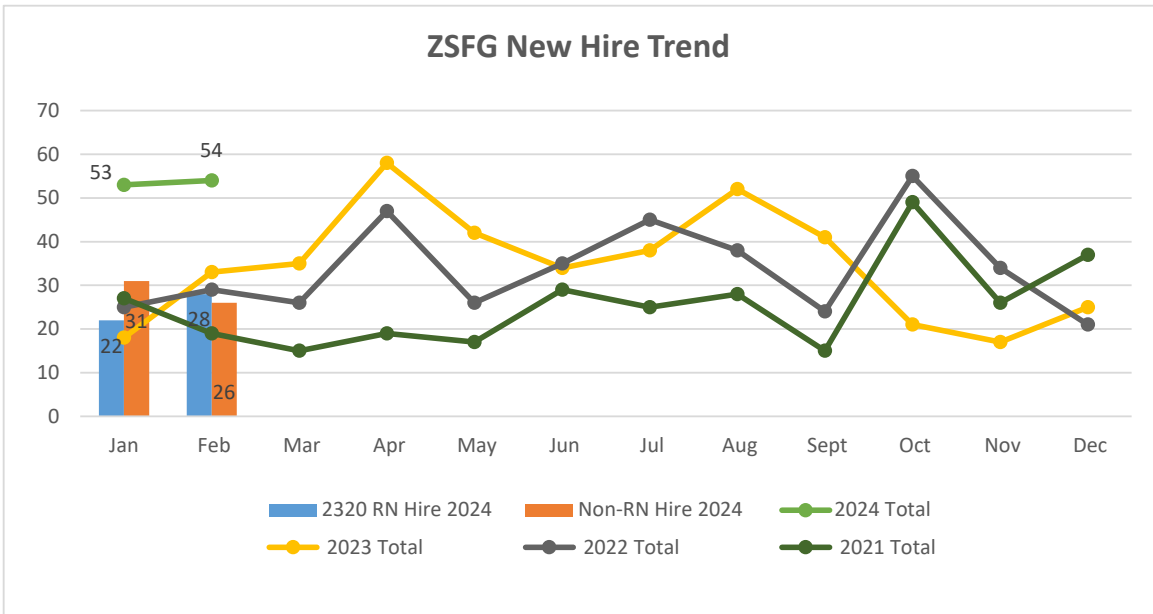
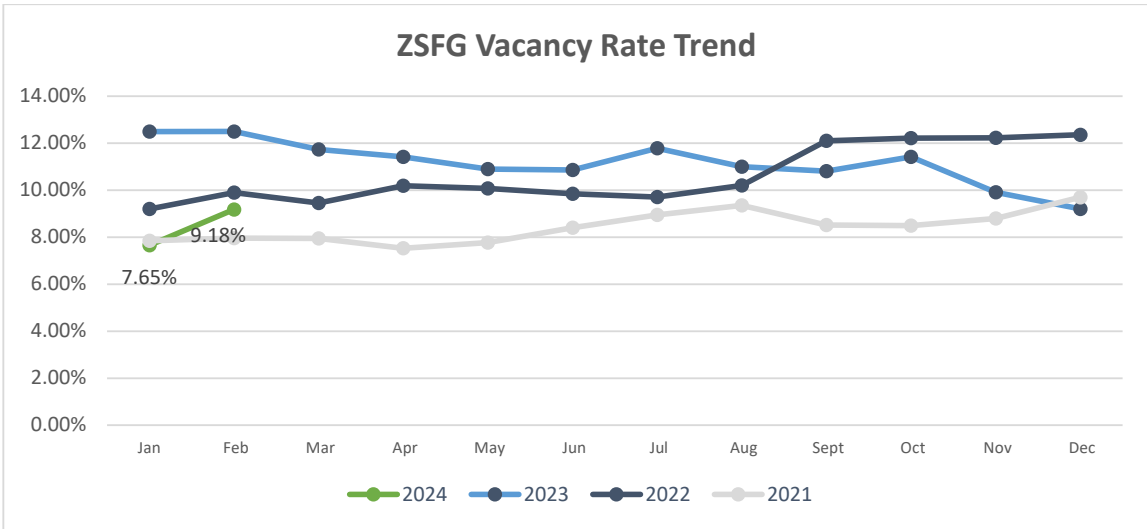


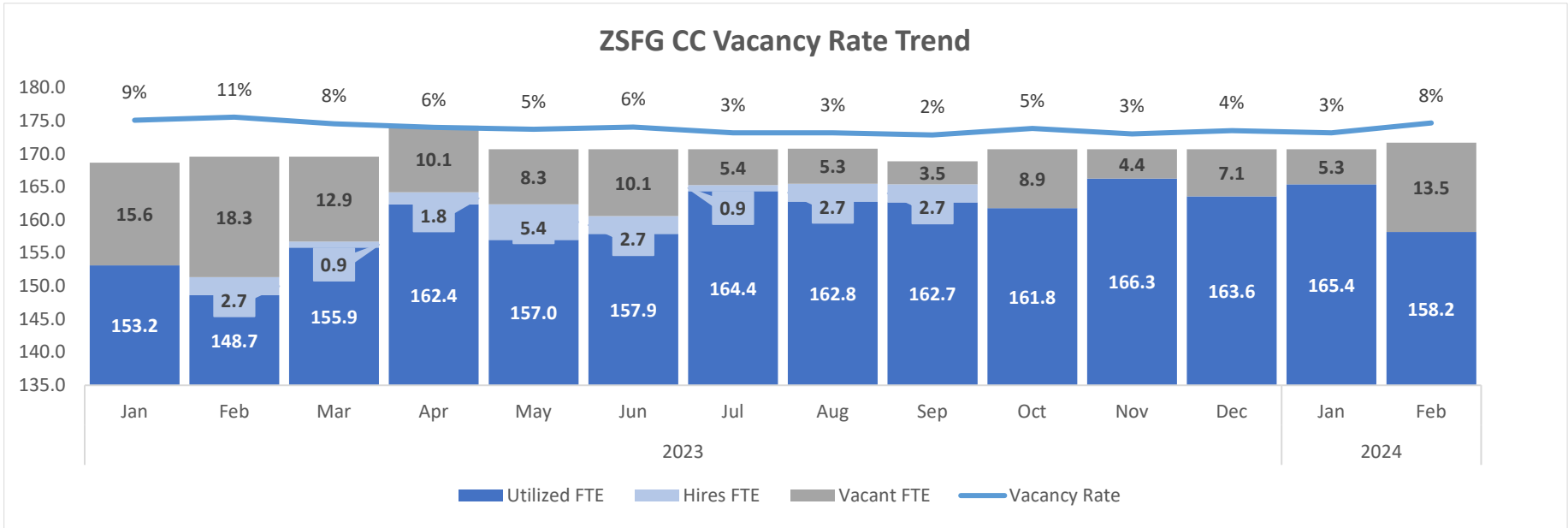
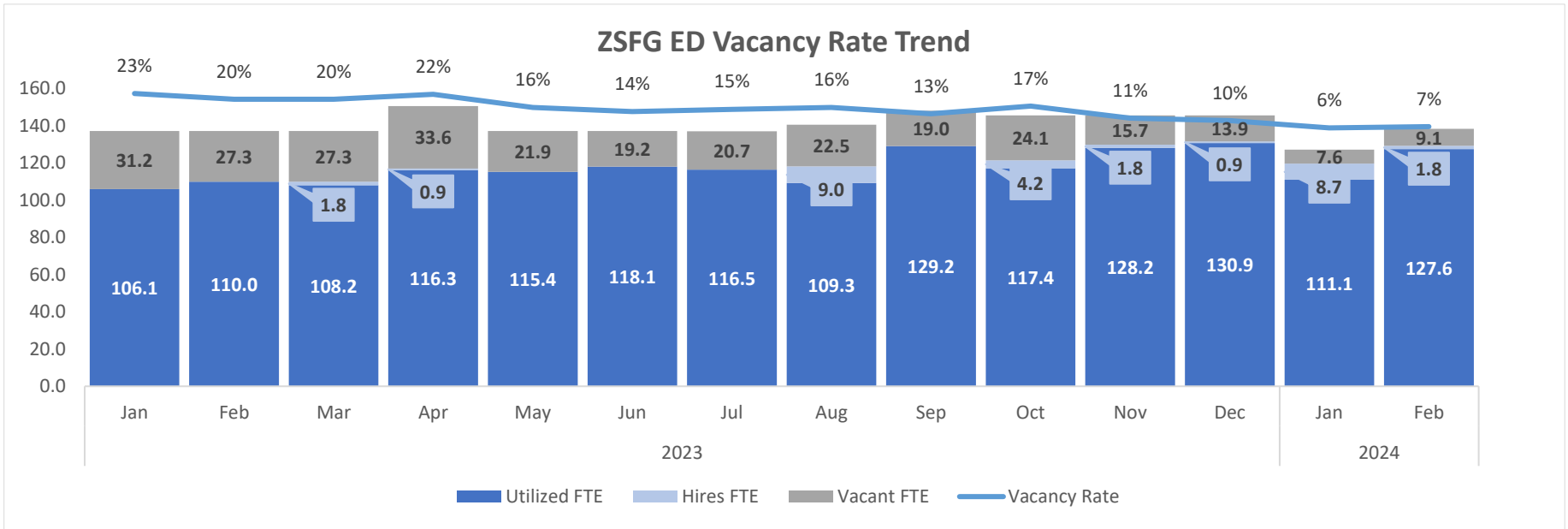
Zuckerberg San Francisco General Hospital and Trauma Center
 Status of Vacancy Rates Over 10% (February 2024)



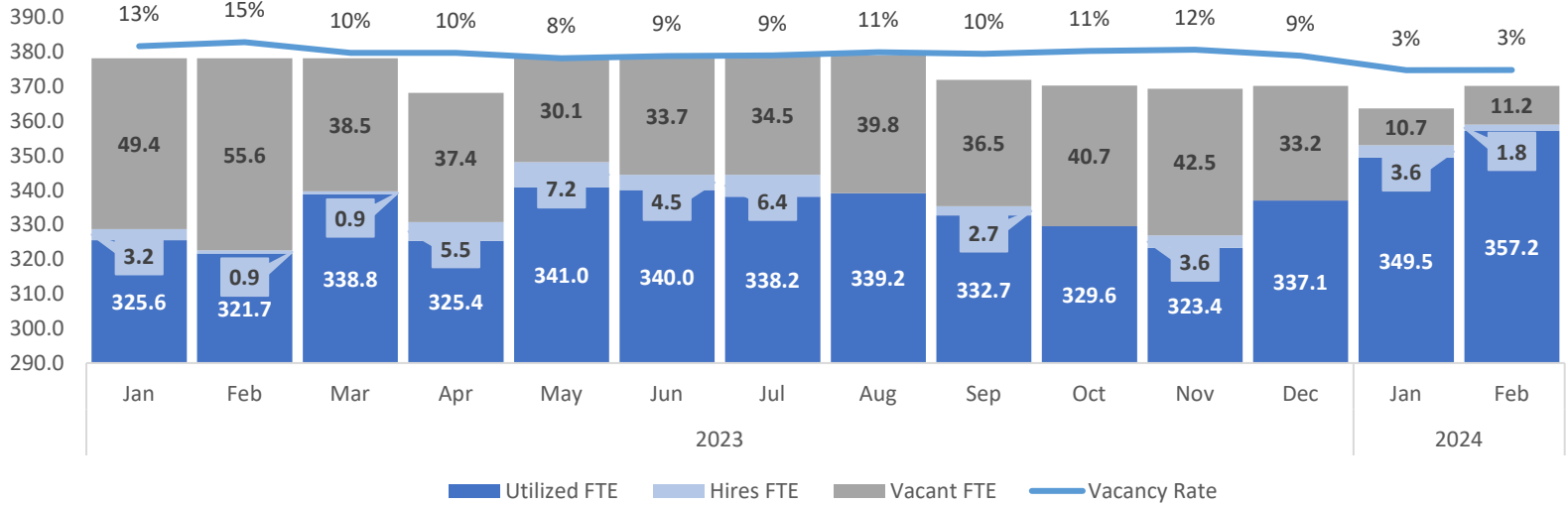
| Utilized Class | Job Title | Vacancy Rate | Utilized FTE | Vacant FTE | Notes | Est. Timeline (days) |
|----------------|--|--------------|--------------|------------|---|----------------------|
| 1230 | Instructional Designer | 100% | 0.0 | 1.0 | Pending Announcement/Exam Administration | 60-90 days |
| 1664 | Patient Accounts Manager | 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 |
| 2408 | Senior Pharmacy Helper | 100% | 0.0 | 1.0 | Pending Announcement/Exam Administration | 60-90 days |
| 2620 | Food Service Mgr Administrator | 100% | 0.0 | 1.0 | Pending Announcement/Exam Administration | 60-90 days |
| 7236 | Locksmith Supervisor 1 | 100% | 0.0 | 1.0 | Pending Announcement/Exam Administration | 60-90 days |
| 1662 | Patient Accounts Asst Supv | 67% | 1.0 | 2.0 | Pending Announcement/Exam Administration | 60-90 days |
| 1824 | Principal Administrative Analyst | 67% | 2.0 | 4.0 | Pending Requisition Request by Hiring Manager | 30 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 Requisition Approval | 5-10 days |
| 3417 | Gardener | 60% | 1.0 | 1.5 | 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 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 |
| 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 |
| 1822 | Administrative Analyst | 50% | 2.0 | 2.0 | Interviews in progress/Pending Selection | 30 days |
| 1934 | Storekeeper | 50% | 2.0 | 2.0 | Interviews in progress/Pending Selection | 30 days |
| 2551 | MH Treatment Specialist | 50% | 1.0 | 1.0 | Pending Requisition Request by Hiring Manager | 30 days |
| 2591 | Health Program Coordinator II | 50% | 1.0 | 1.0 | Interviews in progress/Pending Selection | 30 days |
| 2656 | Chef | 50% | 1.0 | 1.0 | Pending Requisition Request by Hiring Manager | 30 days |
| 5506 | Project Manager III | 50% | 1.0 | 1.0 | Pending Requisition approval | 5-10 days |
| 2622 | Dietetic Technician | 46% | 3.0 | 2.6 | Interviews in progress/Pending Selection | 30 days |
| 1406 | Senior Clerk | 36% | 26.6 | 15.3 | Interviews in progress/Pending Selection | 30 days |
| 0933 | Manager V | 33% | 2.0 | 1.0 | Pending Requisition approval | 5-10 days |
| 0942 | Manager VII | 33% | 2.0 | 1.0 | Pending Announcement/Exam Administration | 60-90 days |
| 1636 | Health Care Billing Clerk II | 33% | 12.0 | 6.0 | Pending Announcement/Exam Administration | 60-90 days |
| 2106 | Medical Staff Svcs-Specialist | 33% | 2.0 | 1.0 | Pending Announcement/Exam Administration | 60-90 days |
| 2310 | Surgical Procedures Technician | 32% | 14.9 | 7.1 | Pending Requisition approval | 5-10 days |
| 2654 | Cook | 30% | 7.0 | 3.0 | Interviews in progress/Pending Selection | 30 days |
| 0931 | Manager III | 27% | 8.0 | 3.0 | Pending Announcement/Exam Administration | 60-90 days |
| 2314 | Public Health Team Leader | 25% | 17.8 | 6.0 | Interviews in progress/Pending Selection | 30 days |
| 2453 | Supervising Pharmacist | 25% | 6.0 | 2.0 | Pending Announcement/Exam Administration | 60-90 days |
| 2585 | Health Worker I | 25% | 3.0 | 1.0 | Pending Requisition approval | 5-10 days |
| 2305 | Psychiatric Technician | 20% | 34.7 | 8.7 | Interviews in progress/Pending Selection | 30 days |
| 1404 | Clerk | 20% | 4.0 | 1.0 | Interviews in progress/Pending Selection | 30 days |
| 1635 | Health Care Billing Clerk I | 20% | 4.0 | 1.0 | Pending Announcement/Exam Administration | 60-90 days |
| 2586 | Health Worker II | 20% | 55.0 | 13.5 | Interviews in progress/Pending Selection | 30 days |

| Utilized Class | Job Title | Vacancy Rate | Utilized FTE | Vacant FTE | Notes | Est. Timeline (days) |
|----------------|--------------------------------|--------------|--------------|------------|--|----------------------|
| 1637 | Patient Accounts Clerk | 19% | 22.0 | 5.0 | Interviews in progress/Pending Selection | 30 days |
| 1429 | Nurses Staffing Assistant | 18% | 9.8 | 2.2 | Interviews in progress/Pending Selection | 30 days |
| 2930 | Behavioral Health Clinician | 17% | 16.1 | 3.4 | Interviews in progress/Pending Selection | 30 days |
| 0922 | Manager I | 17% | 5.0 | 1.0 | Onboarding | 10-20 days |
| 1632 | Senior Account Clerk | 17% | 5.0 | 1.0 | Interviews in progress/Pending Selection | 30 days |
| 1654 | Accountant III | 17% | 5.0 | 1.0 | Interviews in progress/Pending Selection | 30 days |
| 1663 | Patient Accounts Supervisor | 17% | 5.0 | 1.0 | Pending Announcement/Exam Administration | 60-90 days |
| 2119 | Health Care Analyst | 16% | 16.0 | 3.0 | Interviews in progress/Pending Selection | 30 days |
| 2604 | Food Service Worker | 15% | 46.1 | 8.0 | 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 | Onboarding | 10-20 days |
| 2312 | Licensed Vocational Nurse | 14% | 44.2 | 7.4 | Interviews in progress/Pending Selection | 30 days |
| 2330 | Anesthetist | 14% | 11.5 | 1.9 | Interviews in progress/Pending Selection | 30 days |
| 2105 | Patient Services Finance Tech | 14% | 7.0 | 1.1 | Onboarding | 10-20 days |
| 2593 | Health Program Coordinator III | 0.13 | 14.0 | 2.0 | Onboarding | 10-20 days |
| 2740 | Porter Supervisor I | 0.11 | 8.0 | 1.0 | Pending Announcement/Exam Administration | 60-90 days |
| 2430 | Medical Evaluations Assistant | 0.11 | 153.9 | 18.5 | Interviews in progress/Pending Selection | 30 days |
| 2903 | Hospital Eligibility Worker | 0.11 | 112.5 | 13.2 | Onboarding | 10-20 days |
| 2624 | Dietitian | 0.10 | 9.0 | 1.0 | Interviews in progress/Pending Selection | 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 |





ZSFG MS Vacancy Rate Trend



ZSFG OR Vacancy Rate Trend

