

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 decreased to 8.23% as of March 2024, compared to 9.18% in February 2024. We've hired a total of one hundred twenty-six (126) employees between March 1 and March 31, 2024, in various classifications including RNs and had twelve (12) separations during the same period of which six (6) were retirements.

2) RN vacancy rate decreased to 3.0%.

To mitigate challenges in hiring nurses:

- Two (2) P103 Per Diem nurses were hired last month to fill gaps in vacancies
- We hired fifty-one (51) nurses at ZSFG in March, including reassignments
- We anticipate onboarding twenty-seven (27) new hires at ZSFG on April 13, 2024
- A new process to backfill for reassignments has been implemented, which triggers a new selection process sooner
- The monthly hiring schedule allows managers to engage candidates and move to hire faster

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-
 - 7.9 FTE Vacancies (5.73% RNs in this specialty) with nineteen selections made with target start work dates on April 13, 2024, April 27, 2024, and May 25, 2024
- Critical Care Unit -
 - 2.6 FTE Vacancies (1.53% of RNs in this specialty) with seven selections made with target start work dates on March 30, 2024, April 13, 2024, May 25, 2024, and June 29, 2024
- Med-Surgical Unit-
 - 6.65 FTE Vacancies (1.80% of RNs within this specialty) with twenty selections made with target start work dates on April 13, 2024, and April 27, 2024
- OR Unit-
 - 1 FTE Vacancies (1.83% of RNs within this specialty) with six selections made with target start work dates on April 13, 2024, April 27, 2024, and May 11, 2024

5) **RN Training Update:**

- 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 in April with a cohort of up to thirty (30)

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

- Two (2) 2305 – Psychiatric Technicians
- Two (2) 2312 – Licensed Vocational Nurse
- One (1) 2218 – Physician Assistant
- Four (4) 2430 – Medical Evaluations Assistants
- Three (3) 2903 – Hospital Eligibility Workers

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
0943	Manager VIII	2.0	0.0	2.0	100%
1230	Instructional Designer	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%
2591	Health Program Coordinator II	2.0	0.0	2.0	100%
2620	Food Service Mgr Administrator	1.0	0.0	1.0	100%
7236	Locksmith Supervisor 1	1.0	0.0	1.0	100%
1824	Principal Administrative Analyst	6.0	1.0	5.0	83%
2822	Health Educator	3.0	1.0	2.0	67%
3417	Gardener	2.5	1.0	1.5	60%
9910	Health Worker II (Interpreter Trainee)	12.0	5.0	7.0	58%
2540	Audiologist	2.1	1.0	1.1	52%
1408	Principal Clerk	4.0	2.0	2.0	50%
1634	Principal Account Clerk	2.0	1.0	1.0	50%
1822	Administrative Analyst	4.0	2.0	2.0	50%
2551	MH Treatment Specialist	2.0	1.0	1.0	50%
5506	Project Manager III	2.0	1.0	1.0	50%
0931	Manager III	10.0	6.0	4.0	40%
2119	Health Care Analyst	19.0	12.0	7.0	37%
1406	Senior Clerk	41.8	27.4	14.5	35%
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%
2589	Health Program Coordinator I	3.0	2.0	1.0	33%
4320	Cashier I	3.0	2.0	1.0	33%
2310	Surgical Procedures Technician	22.0	14.9	7.1	32%
2593	Health Program Coordinator III	16.0	11.0	5.0	31%
2654	Cook	10.0	7.0	3.0	30%
2496	Radiologic Technologist Supv	7.0	5.0	2.0	29%
2305	Psychiatric Technician	43.4	31.7	11.7	27%
0941	Manager VI	4.0	3.0	1.0	25%
1934	Storekeeper	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%
2930	Behavioral Health Clinician	20.5	16.1	4.4	21%
1635	Health Care Billing Clerk I	5.0	4.0	1.0	20%
2586	Health Worker II	69.5	57.5	12.0	17%
2314	Public Health Team Leader	23.8	19.8	4.0	17%
1632	Senior Account Clerk	6.0	5.0	1.0	17%
1636	Health Care Billing Clerk II	18.0	15.0	3.0	17%
1637	Patient Accounts Clerk	27.0	23.0	4.0	15%
1654	Accountant III	7.0	6.0	1.0	14%
2406	Pharmacy Helper	7.0	6.0	1.0	14%
2105	Patient Services Finance Tech	8.1	7.0	1.1	14%
2903	Hospital Eligibility Worker	127.7	110.5	17.2	13%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2548	Occupational Therapist	18.6	16.1	2.5	13%
2312	Licensed Vocational Nurse	52.5	46.1	6.3	12%
2740	Porter Supervisor I	9.0	8.0	1.0	11%
2604	Food Service Worker	54.1	48.1	6.0	11%
2622	Dietetic Technician	5.6	5.0	0.6	11%
1429	Nurses Staffing Assistant	12.0	10.8	1.2	10%
1428	Unit Clerk	48.3	43.5	4.8	10%
2587	Health Worker III	28.0	25.5	2.5	9%
2328	Nurse Practitioner	82.8	75.5	7.3	9%
2467	Diagnostic Imaging Tech I	23.0	21.0	2.0	9%
1708	Senior Telephone Operator	12.0	11.0	1.0	9%
2920	Medical Social Worker	32.7	29.9	2.8	9%
2454	Clinical Pharmacist	35.5	32.5	3.0	8%
2909	Hospital Eligibility Worker Supv	12.0	11.0	1.0	8%
2468	Diagnostic Imaging Tech II	31.0	28.5	2.6	8%
2330	Anesthetist	13.4	12.3	1.1	8%
2409	Pharmacy Technician	57.5	53.0	4.5	8%
2324	Nursing Supervisor	13.0	12.0	1.0	8%
2430	Medical Evaluations Assistant	171.5	158.5	13.0	8%
2908	Senior Hospital Eligibility Worker	75.6	70.6	5.0	7%
2606	Senior Food Service Worker	8.0	7.5	0.5	6%
1932	Assistant Storekeeper	17.0	16.0	1.0	6%
2550	Sr Occupational Therapist	2.0	1.9	0.1	5%
2322	Nurse Manager	41.0	39.0	2.0	5%
2736	Porter	196.5	188.9	7.6	4%
7334	Stationary Engineer	26.0	25.0	1.0	4%
2303	Patient Care Assistant	193.1	186.1	7.0	4%
2320	Registered Nurse	1021.9	992.4	29.5	3%

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
0943	Manager VIII	100%	0.0	2.0	Pending Announcement/Exam Administration	60-90 days
1230	Instructional Designer	100%	0.0	1.0	Interviews in progress/Pending Selection	30 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
2591	Health Program Coordinator II	100%	0.0	2.0	Interviews in progress/Pending Selection	30 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
1824	Principal Administrative Analyst	83%	1.0	5.0	Interviews in progress/Pending Selection	30 days
2822	Health Educator	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)	58%	5.0	7.0	Onboarding	10-20 days
2540	Audiologist	52%	1.0	1.1	Pending Requisition Request by Hiring Manager	30 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
1822	Administrative Analyst	50%	2.0	2.0	Interviews in progress/Pending Selection	30 days
2551	MH Treatment Specialist (TX to 2587)	50%	1.0	1.0	Pending Requisition approval	5-10 days
5506	Project Manager III	50%	1.0	1.0	Pending Requisition approval	5-10 days
0931	Manager III	40%	6.0	4.0	Pending Announcement/Exam Administration	60-90 days
2119	Health Care Analyst	37%	12.0	7.0	Interviews in progress/Pending Selection	30 days
1406	Senior Clerk	35%	27.4	14.5	Interviews in progress/Pending Selection	30 days
0933	Manager V	33%	2.0	1.0	Pending Requisition Request by Hiring Manager	30 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
4320	Cashier I	33%	2.0	1.0	Pending Requisition Approval	5-10 days
2310	Surgical Procedures Technician	32%	14.9	7.1	Pending Requisition approval	5-10 days
2593	Health Program Coordinator III	31%	11.0	5.0	Interviews in progress/Pending Selection	30 days
2654	Cook	30%	7.0	3.0	Interviews in progress/Pending Selection	30 days
2496	Radiologic Technologist Supv	29%	5.0	2.0	Onboarding	10-20 days
2305	Psychiatric Technician	27%	31.7	11.7	Interviews in progress/Pending Selection	30 days
0941	Manager VI	25%	3.0	1.0	Pending Requisition approval	5-10 days
1934	Storekeeper	25%	3.0	1.0	Onboarding	10-20 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
2930	Behavioral Health Clinician	21%	16.1	4.4	Pending Requisition approval	5-10 days
1635	Health Care Billing Clerk I	20%	4.0	1.0	Pending Announcement/Exam Administration	60-90 days
2586	Health Worker II	17%	57.5	12.0	Interviews in progress/Pending Selection	30 days
2314	Public Health Team Leader	17%	19.8	4.0	Interviews in progress/Pending Selection	30 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
1637	Patient Accounts Clerk	15%	23.0	4.0	Interviews in progress/Pending Selection	30 days
1654	Accountant III	14%	6.0	1.0	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	Onboarding	10-20 days
2903	Hospital Eligibility Worker	13%	110.5	17.2	Onboarding	10-20 days

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2312	Licensed Vocational Nurse	12%	46.1	6.3	Interviews in progress/Pending Selection	30 days
2740	Porter Supervisor I	11%	8.0	1.0	Pending Announcement/Exam Administration	60-90 days
2604	Food Service Worker	11%	48.1	6.0	Interviews in progress/Pending Selection	30 days
2622	Dietetic Technician	11%	5.0	0.6	Onboarding	10-20 days
1429	Nurses Staffing Assistant	10%	10.8	1.2	Pending Requisition approval	5-10 days
1428	Unit Clerk	10%	43.5	4.8	Interviews in progress/Pending Selection	30 days





