

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (March 2021)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status (Vacancy rate over 10%)
 - Graphs: YTD vacancy rate, new hires and separation
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- 1) Total hospital vacancies increased to 7.96% as of February 28, 2021, which is up from 7.84% in January 2021. We've hired a total of nineteen (19) employees between February 1, 2021 and February 28, 2021 in various classifications including RNs and had nine (9) separations during the same period of which three (3) were retirements.
- 2) RN vacancy rate is at **5%**, up from 4% last month, with similar recruitment challenges as in the past few months
 - **RN Training Programs to resume, starting with ED, ICU and Med Surg units targeting May & June start, anticipating up to 8 in ED, 6 in ICU and 6 in Med Surg**
- 3) HR conducts weekly/monthly vacancy meetings with the hospital executive team, or Program Managers, to review hiring plan.
- 4) ZSFG processed **35** COVID related leaves in February 2021 (down from 120 in January), which is substantial decrease from a high of 230 last April & 222 in December.
- 5) **RN hiring status update:**
 - Emergency Care Unit-
 - Eight (8) vacancies to fill (6.64% of RNs in this specialty)
 - Critical Care Unit –
 - Eight (8) vacancies to fill (6.18% of RNs in this specialty), 1 Reassignment RN starting in March
 - Med/Surgical Unit-
 - Six (6) vacancies to fill (2.66% of RNs within this specialty) with three (3) RNs to start in April
 - OR Unit-
 - Three (3) vacancies to fill (6.42% of RNs within this specialty)
- 6) **Highlights of ZSFG non-RN recruitments:**
 - 1) Sixteen (16) LVNs hired for ZSFG COVID Vaccination assignment starting in March
 - 2) One (1) Health Worker hired for Methadone Clinic starting in April (Hard-to-recruit as it requires alcohol and drug counselor certification)
 - 3) Three (3) Patient Care Assistants in SNF starting in March
 - 4) Five (5) Surgical Techs selected to hire in April

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1662	Patient Accounts Asst Supv	1.00	0.00	1.00	100%
2540	Audiologist	1.00	0.00	1.00	100%
2585	Health Worker I	3.00	0.00	3.00	100%
2620	Food Service Mgr Administrator	1.00	0.00	1.00	100%
6130	Safety Analyst	1.00	0.00	1.00	100%
6139	Sr Industrial Hygienist	1.00	0.00	1.00	100%
7262	Maintenance Planner	1.00	0.00	1.00	100%
932	Manager IV	2.00	1.00	1.00	50%
1404	Clerk	4.00	2.00	2.00	50%
1657	Senior Systems Accountant	4.00	2.00	2.00	50%
1823	Senior Administrative Analyst	2.00	1.00	1.00	50%
1824	Principal Administrative Analyst	4.00	2.00	2.00	50%
2114	Medical Records Tech-Supv	2.00	1.00	1.00	50%
2392	Sr CPD Technician	2.00	1.00	1.00	50%
2558	Senior Physical Therapist	2.00	1.00	1.00	50%
7205	Chief Stationary Engineer	2.00	1.00	1.00	50%
7335	Sr Stationary Engineer	6.00	3.00	3.00	50%
2909	Hospital Eligibility Worker Supv	11.00	6.00	5.00	45%
3417	Gardener	2.50	1.50	1.00	40%
2310	Surgical Procedures Technician	21.00	13.90	7.10	34%
1652	Senior Accountant	6.00	4.00	2.00	33%
2555	Physical Therapist Assistant	3.00	2.00	1.00	33%
2593	Health Program Coordinator III	13.00	9.00	4.00	31%
2305	Psychiatric Technician	32.80	23.80	9.00	27%
2930	Behavioral Health Clinician	14.50	10.60	3.90	27%
941	Manager VI	4.00	3.00	1.00	25%
942	Manager VII	4.00	3.00	1.00	25%
1635	Health Care Billing Clerk I	4.00	3.00	1.00	25%
2105	Patient Services Finance Tech	12.00	9.00	3.00	25%
2112	Medical Records Technician	4.00	3.00	1.00	25%
2822	Health Educator	4.00	3.00	1.00	25%
4320	Cashier I	4.00	3.00	1.00	25%
923	Manager II	5.00	4.00	1.00	20%
1654	Accountant III	5.00	4.00	1.00	20%
2654	Cook	10.00	8.00	2.00	20%
2908	Hospital Eligibility Worker	78.00	63.00	15.00	19%
2587	Health Worker III	27.00	22.00	5.00	19%
2314	Public Health Team Leader	23.80	19.60	4.20	18%
931	Manager III	12.00	10.00	2.00	17%
1632	Senior Account Clerk	6.00	5.00	1.00	17%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1663	Patient Accounts Supervisor	6.00	5.00	1.00	17%
2496	Radiologic Technologist Supv	6.00	5.00	1.00	17%
2542	Speech Pathologist	6.20	5.20	1.00	16%
2622	Dietetic Technician	5.00	4.20	0.80	16%
2312	Licensed Vocational Nurse	43.95	37.05	6.90	16%
2586	Health Worker II	65.50	55.50	10.00	15%
2406	Pharmacy Helper	7.00	6.00	1.00	14%
2453	Supervising Pharmacist	7.00	6.00	1.00	14%
1406	Senior Clerk	36.80	31.80	5.00	14%
2302	Nursing Assistant	8.00	7.00	1.00	13%
2119	Health Care Analyst	17.00	15.00	2.00	12%
7334	Stationary Engineer	26.00	23.00	3.00	12%
2740	Porter Supervisor I	9.00	8.00	1.00	11%
2450	Pharmacist	28.50	25.50	3.00	11%
2846	Nutritionist	5.00	4.50	0.50	10%
1708	Senior Telephone Operator	11.00	9.98	1.03	9%
2473	Diagnostic Medical Sonographer I, II, III	11.00	10.00	1.00	9%
2903	Eligibility Worker	111.40	102.60	8.80	8%
2323	Clinical Nurse Specialist	13.00	12.00	1.00	8%
2324	Nursing Supervisor	13.00	12.00	1.00	8%
2618	Food Service Supervisor	6.50	6.00	0.50	8%
2556	Physical Therapist	24.40	22.60	1.80	7%
2736	Porter	187.00	173.56	13.44	7%
2430	Medical Evaluations Assistant	168.56	157.71	10.85	6%
2409	Pharmacy Technician	55.50	51.98	3.53	6%
1932	Assistant Storekeeper	17.00	16.00	1.00	6%
2548	Occupational Therapist	17.59	16.59	1.00	6%
2454	Clinical Pharmacist	35.50	33.50	2.00	6%
2320	Registered Nurse	978.55	933.75	44.80	5%
2390	CPD Technician	24.80	23.80	1.00	4%
2303	Patient Care Assistant	181.80	174.80	7.00	4%
2328	Nurse Practitioner	92.11	88.89	3.22	3%
2604	Food Service Worker	52.10	50.50	1.60	3%
2424	X-Ray Laboratory Aide	34.50	33.50	1.00	3%
1428	Unit Clerk	47.30	46.30	1.00	2%
2471	Radiologic Technologist I, II, III	73.90	72.35	1.55	2%
2325	Nurse Midwife	3.44	3.41	0.03	1%
2330	Anesthetist	13.40	13.30	0.10	1%
2920	Medical Social Worker	39.85	39.73	0.12	0%
922	Manager I	6.00	6.00	0.00	0%

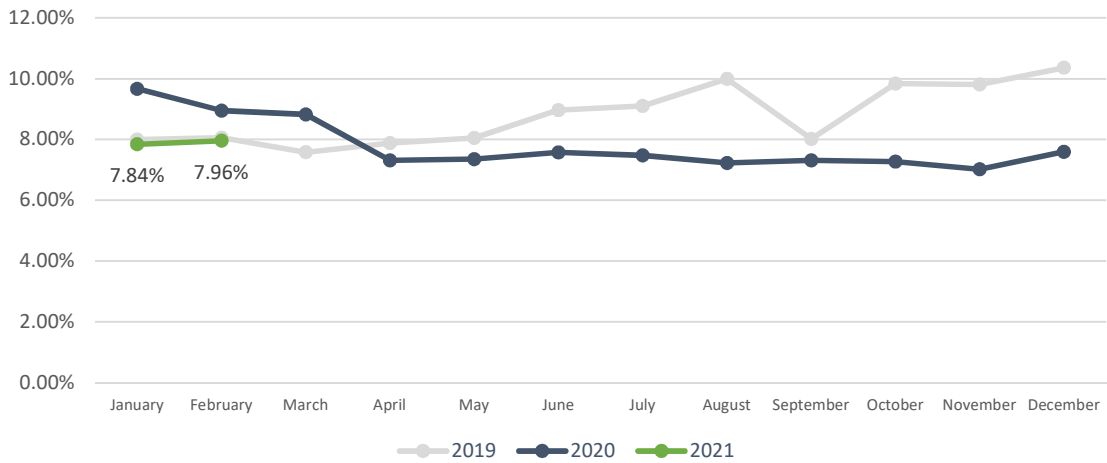
Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
943	Manager VIII	1.00	1.00	0.00	0%
1052	IS Business Analyst	1.00	1.00	0.00	0%
1093	IT Operations Support Admin III	5.00	5.00	0.00	0%
1165	Manager, DPH	1.00	1.00	0.00	0%
1166	Administrator, DPH	1.00	1.00	0.00	0%
1408	Principal Clerk	2.00	2.00	0.00	0%
1410	Chief Clerk	3.00	3.00	0.00	0%
1429	Nurses Staffing Assistant	12.00	12.00	0.00	0%
1630	Account Clerk	1.00	1.00	0.00	0%
1634	Principal Account Clerk	1.00	1.00	0.00	0%
1636	Health Care Billing Clerk II	20.00	20.00	0.00	0%
1637	Patient Accounts Clerk	24.00	24.00	0.00	0%
1664	Patient Accounts Manager	1.00	1.00	0.00	0%
1710	Chief Telephone Operator	1.00	1.00	0.00	0%
1822	Administrative Analyst	1.00	1.00	0.00	0%
1825	Principal Administrative Analyst II	2.00	2.00	0.00	0%
1922	Senior Inventory Clerk	1.00	1.00	0.00	0%
1934	Storekeeper	3.00	3.00	0.00	0%
1936	Senior Storekeeper	1.00	1.00	0.00	0%
1938	Stores & Equipment Asst Supv	1.00	1.00	0.00	0%
1942	Assistant Materials Coordinator	3.00	3.00	0.00	0%
1944	Materials Coordinator	1.00	1.00	0.00	0%
1950	Assistant Purchaser	1.00	1.00	0.00	0%
2106	Medical Staff Svcs-Specialist	3.00	3.00	0.00	0%
2107	Medical Staff Svcs-Analyst	2.00	2.00	0.00	0%
2110	Medical Records Clerk	4.00	4.00	0.00	0%
2202	Dental Aide	2.00	2.00	0.00	0%
2322	Nurse Manager	40.00	40.00	0.00	0%
2326	Nursing Supervisor - Psych	1.00	1.00	0.00	0%
2408	Senior Pharmacy Helper	1.00	1.00	0.00	0%
2436	Electroencephalograph Tech I	1.00	1.00	0.00	0%
2472	Radiologic Technologist Lead	6.80	6.80	0.00	0%
2474	Diagnostic Medical Sonographer Lead	1.00	1.00	0.00	0%
2514	Orthopedic Technician I	1.00	1.00	0.00	0%
2515	Orthopedic Technician II	1.00	1.00	0.00	0%
2520	Morgue Attendant	1.00	1.00	0.00	0%
2522	Senior Morgue Attendant	1.00	1.00	0.00	0%
2550	Sr Occupational Therapist	2.00	2.00	0.00	0%
2551	MH Treatment Specialist	2.00	2.00	0.00	0%
2554	Therapy Aide	3.98	3.98	0.00	0%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2589	Health Program Coordinator I	2.00	2.00	0.00	0%
2591	Health Program Coordinator II	3.00	3.00	0.00	0%
2606	Senior Food Service Worker	8.00	8.00	0.00	0%
2619	Senior Food Service Supervisor	1.00	1.00	0.00	0%
2624	Dietitian	8.00	8.00	0.00	0%
2626	Chief Dietitian	1.00	1.00	0.00	0%
2656	Chef	1.00	1.00	0.00	0%
2738	Porter Assistant Supervisor	1.00	1.00	0.00	0%
2770	Senior Laundry Worker	3.00	3.00	0.00	0%
2785	Assistant General Services Mgr	4.00	4.00	0.00	0%
2924	Medical Social Work Supv	2.00	2.00	0.00	0%
3422	Park Section Supervisor	1.00	1.00	0.00	0%
3530	Chaplain	1.00	1.00	0.00	0%
4322	Cashier 3	1.00	1.00	0.00	0%
5177	Safety Officer	1.00	1.00	0.00	0%
5506	Project Manager III	1.00	1.00	0.00	0%
7120	Buildings/Grounds Maint Supe	1.00	1.00	0.00	0%
7203	Buildings/Grounds Maint Supv	2.00	2.00	0.00	0%
7236	Locksmith Supervisor 1	1.00	1.00	0.00	0%
7242	Painter Supervisor I	1.00	1.00	0.00	0%
7342	Locksmith	2.00	2.00	0.00	0%
7344	Carpenter	2.00	2.00	0.00	0%
7345	Electrician	1.00	1.00	0.00	0%
7346	Painter	4.00	4.00	0.00	0%
7347	Plumber	2.00	2.00	0.00	0%
7348	Steamfitter	1.00	1.00	0.00	0%
7524	Institution Utility Worker	4.00	4.00	0.00	0%
	Grand Total	3063.53	2819.77	243.76	7.96%

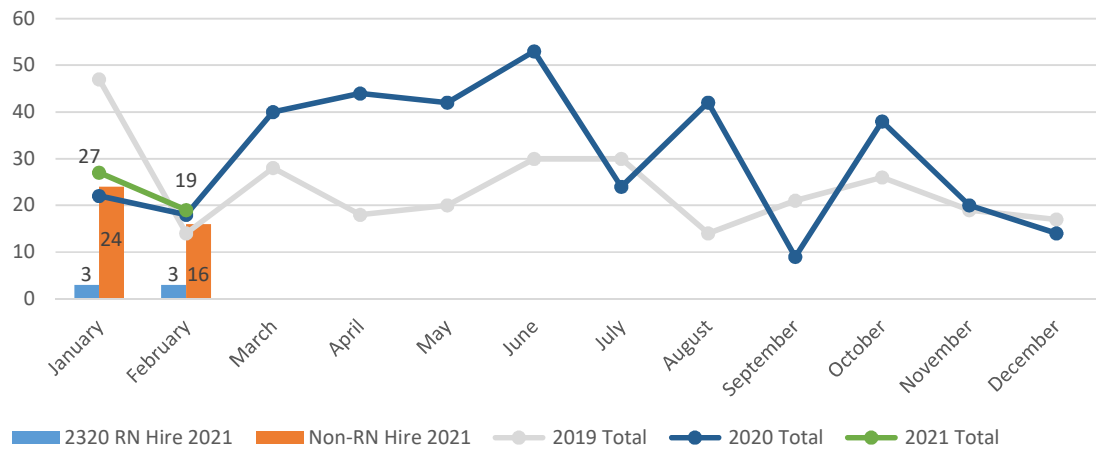
Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
1662	Patient Accounts Asst Supv	100%	0.00	1.00	Interviews in Progress
2540	Audiologist	100%	0.00	1.00	Pending Requisition Request by Hiring Manager
2585	Health Worker I	100%	0.00	3.00	Interviews in Progress
2620	Food Service Mgr Administrator	100%	0.00	1.00	Interviews in Progress
6130	Safety Analyst	100%	0.00	1.00	Pending Requisition Request by Hiring Manager
6139	Sr Industrial Hygienist	100%	0.00	1.00	Pending Announcement/Exam Administration
7262	Maintenance Planner	100%	0.00	1.00	Pending Requisition Approval
932	Manager IV	50%	1.00	1.00	Pending Announcement/Exam Administration
1404	Clerk	50%	2.00	2.00	Pending Approval/ Interview in Progress
1657	Senior Systems Accountant	50%	2.00	2.00	Pending Announcement/Exam Administration
1823	Senior Administrative Analyst	50%	1.00	1.00	Pending Requisition Request by Hiring Manager
1824	Principal Administrative Analyst	50%	2.00	2.00	Pending Requisition Request by Hiring Manager
2114	Medical Records Tech-Supv	50%	1.00	1.00	Pending Requisition Approval
2392	Sr CPD Technician	50%	1.00	1.00	Pending Announcement/Exam Administration
2558	Senior Physical Therapist	50%	1.00	1.00	Pending Announcement/Exam Administration
7205	Chief Stationary Engineer	50%	1.00	1.00	Pending Requisition Approval
7335	Sr Stationary Engineer	50%	3.00	3.00	Interviews in Progress
2909	Hospital Eligibility Worker Supv	45%	6.00	5.00	Pending Announcement/Exam Administration
3417	Gardener	40%	1.50	1.00	Interviews in Progress
2310	Surgical Procedures Technician	34%	13.90	7.10	Interviews in Progress
1652	Senior Accountant	33%	4.00	2.00	Interviews in Progress
2555	Physical Therapist Assistant	33%	2.00	1.00	Pending Selection
2593	Health Program Coordinator III	31%	9.00	4.00	Pending Announcement/Exam Administration
2305	Psychiatric Technician	27%	23.80	9.00	Interviews in Progress
2930	Behavioral Health Clinician	27%	10.60	3.90	Pending Announcement/Exam Administration
941	Manager VI	25%	3.00	1.00	Pending Requisition Request by Hiring Manager
942	Manager VII	25%	3.00	1.00	Pending Requisition Request by Hiring Manager
1635	Health Care Billing Clerk I	25%	3.00	1.00	Pending Requisition Approval
2105	Patient Services Finance Tech	25%	9.00	3.00	Pending Requisition Approval
2112	Medical Records Technician	25%	3.00	1.00	Pending Requisition Approval
2822	Health Educator	25%	3.00	1.00	Interviews in Progress
4320	Cashier I	25%	3.00	1.00	Pending Requisition Request by Hiring Manager
923	Manager II	20%	4.00	1.00	Pending Announcement/Exam Administration
1654	Accountant III	20%	4.00	1.00	Pending Announcement/Exam Administration
2654	Cook	20%	8.00	2.00	Pending Announcement/Exam Administration
2908	Hospital Eligibility Worker	19%	63.00	15.00	Pending Announcement/Exam Administration
2587	Health Worker III	19%	22.00	5.00	Pending Announcement/Exam Administration
2314	Public Health Team Leader	18%	19.60	4.20	Interviews in Progress
931	Manager III	17%	10.00	2.00	Pending Requisition Approval
1632	Senior Account Clerk	17%	5.00	1.00	Pending Requisition Request by Hiring Manager

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
1663	Patient Accounts Supervisor	17%	5.00	1.00	Pending Requisition Approval
2496	Radiologic Technologist Supv	17%	5.00	1.00	Pending Announcement/Exam Administration
2542	Speech Pathologist	16%	5.20	1.00	Pending Announcement/Exam Administration
2622	Dietetic Technician	16%	4.20	0.80	Pending Requisition Approval
2312	Licensed Vocational Nurse	16%	37.05	6.90	Pending Announcement/Exam Administration
2586	Health Worker II	15%	55.50	10.00	Interviews in Progress/ Pending Announcement
2406	Pharmacy Helper	14%	6.00	1.00	Pending Requisition Request by Hiring Manager
2453	Supervising Pharmacist	14%	6.00	1.00	Pending Requisition Approval
1406	Senior Clerk	14%	31.80	5.00	Interviews in Progress
2302	Nursing Assistant	13%	7.00	1.00	Pending Announcement/Exam Administration
2119	Health Care Analyst	12%	15.00	2.00	Pending Selection
7334	Stationary Engineer	12%	23.00	3.00	Pending Requisition Approval
2740	Porter Supervisor I	11%	8.00	1.00	Pending Announcement/Exam Administration
2450	Pharmacist	11%	25.50	3.00	Pending Announcement/Exam Administration
2846	Nutritionist	10%	4.50	0.50	Pending Requisition Request by Hiring Manager

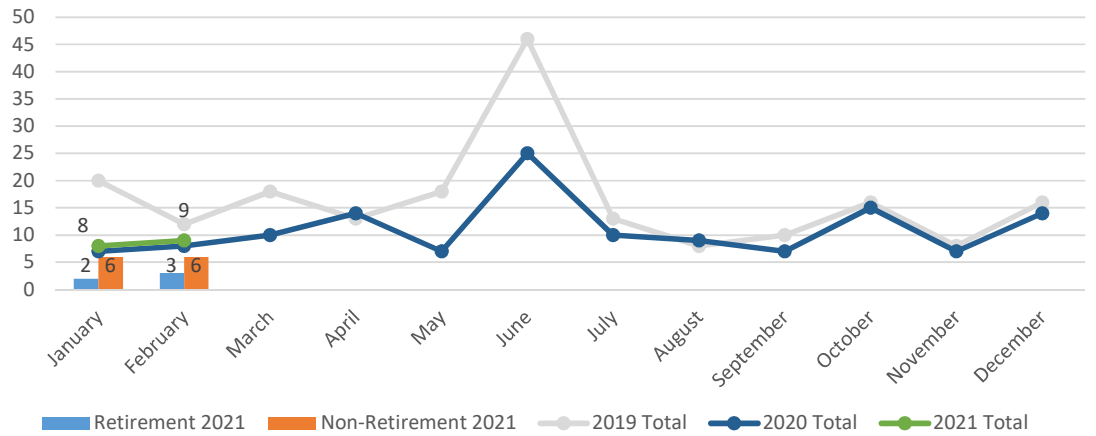
ZSFG Vacancy Rate Trend



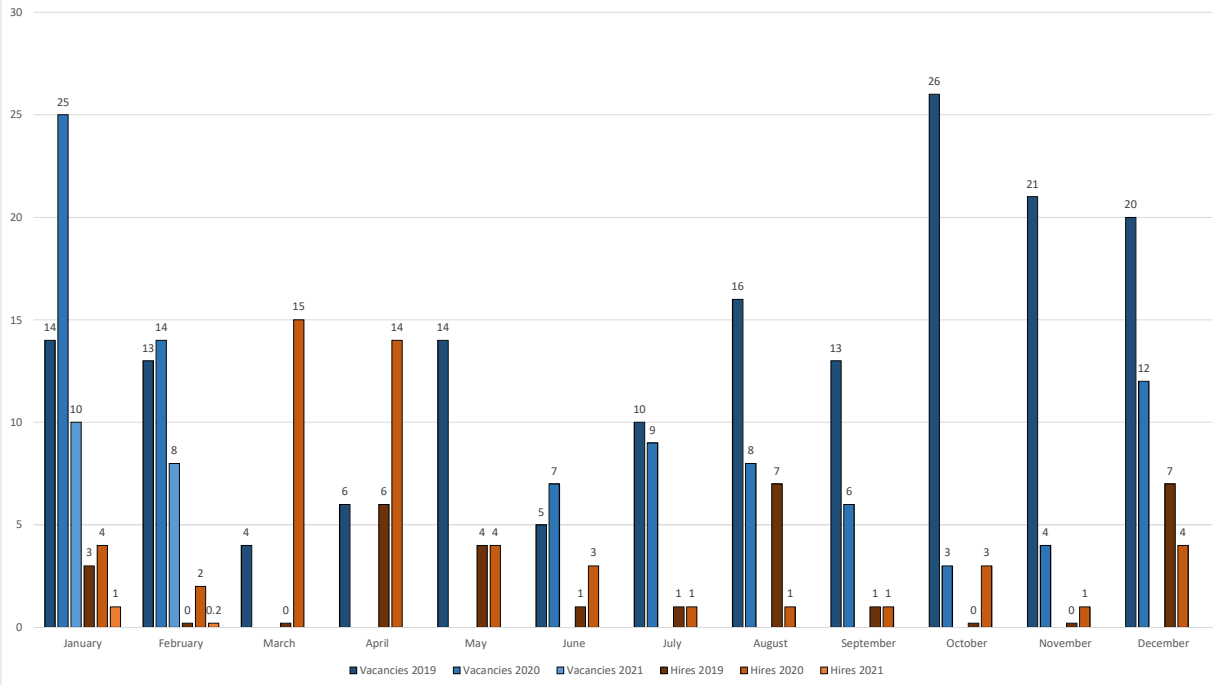
ZSFG New Hire Trend



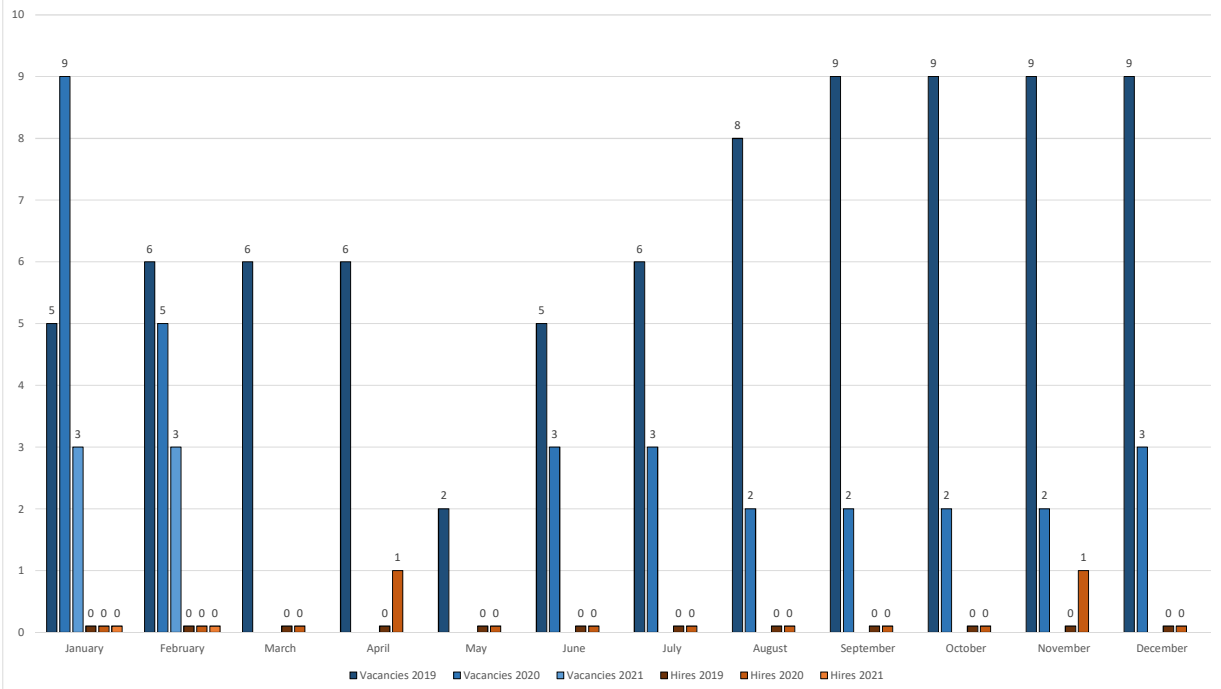
ZSFG Separation Trend

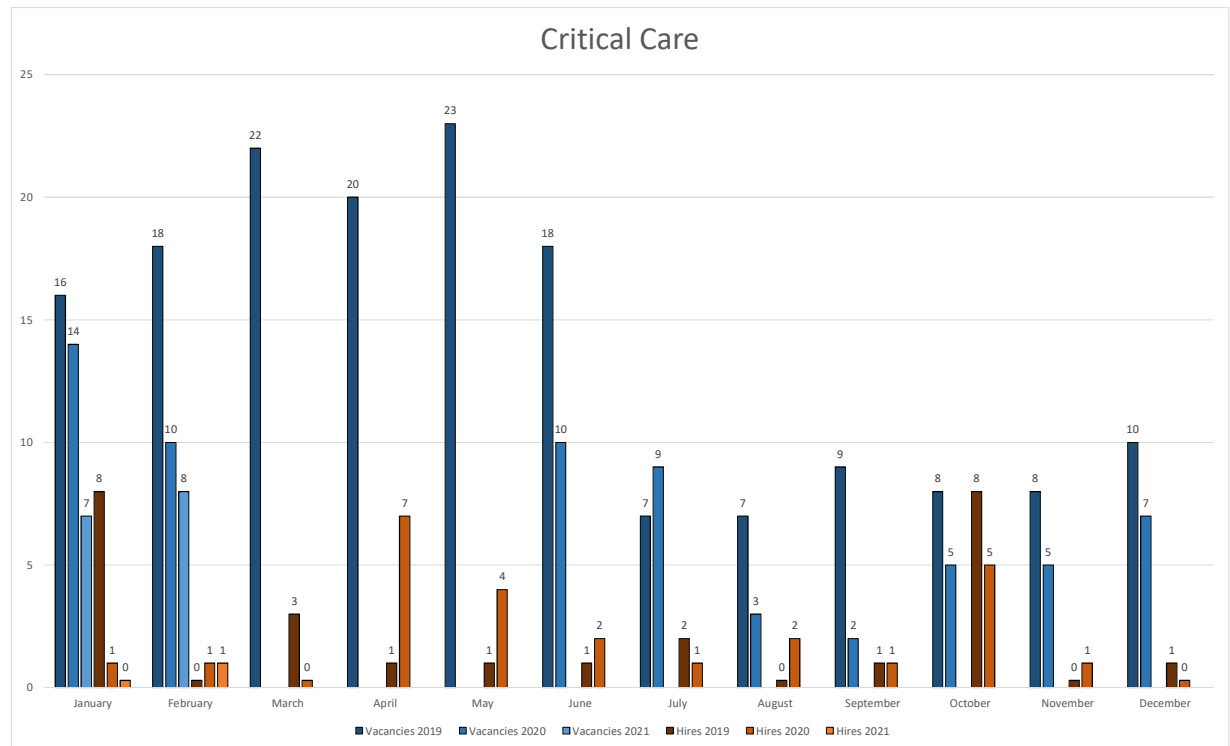
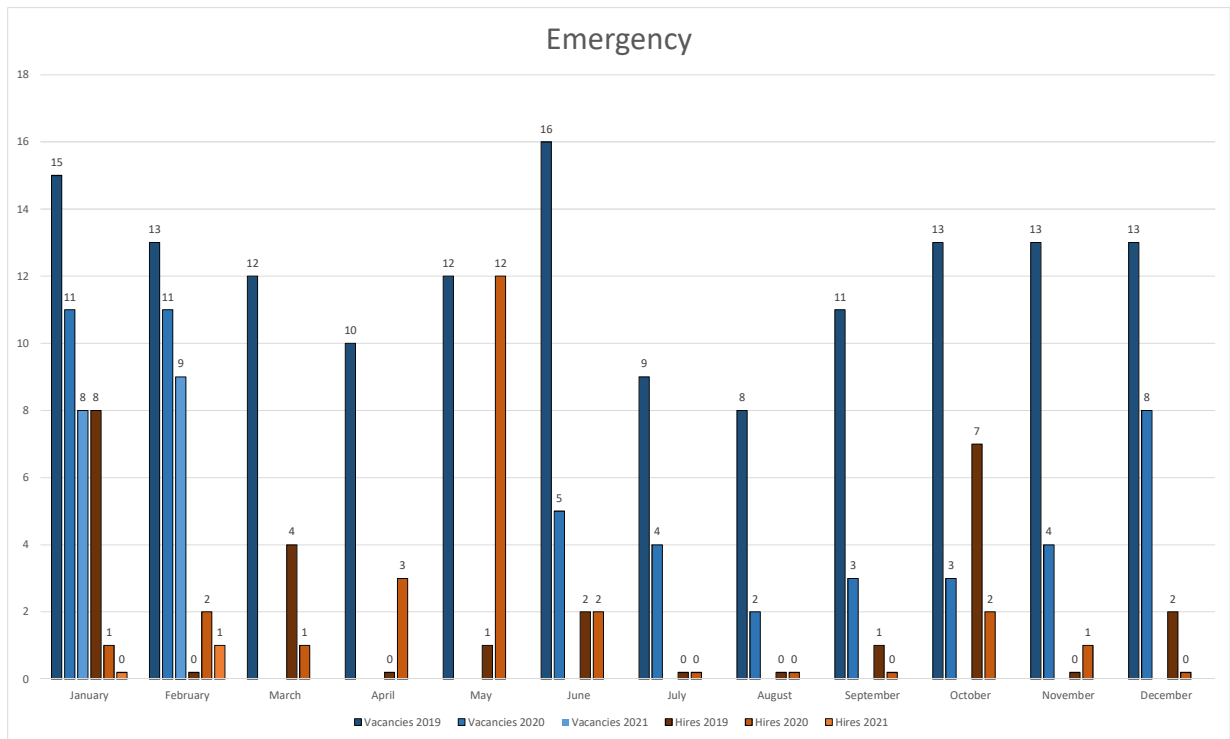


Medical Surgical



Surgery OR





*Vacancies are based on data reported in JCC Summary.

*Data set for hire details may exclude some reassignments and appointment changes.