# ZSFG HUMAN RESOURCE SERVICES REPORT
## Submitted to the Joint Conference Committee (April 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 decreased to 7.95% as of March 31, 2021, which is down from 7.96% in February 2021. We've hired a total of fifteen (15) employees between March 1, 2021 and March 31, 2021 in various classifications including RNs and had fourteen (14) separations during the same period of which four (4) were retirements.
2) RN vacancy rate is at **5**%, with similar recruitment challenges as in the past few months
   - RN Reassignments re-opened on April 2, 2021 after a pause due to COVID emergency. When we fill positions via reassignment, we need to backfill the outgoing position, so overall vacancies remain the same. We anticipate most training positions as noted below will be filled via reassignments.

3) HR conducts weekly/monthly vacancy meetings with the hospital executive team, or Program Managers, to review hiring plan.

4) **RN hiring status update**:

   - Emergency Care Unit-
     - Eight (8) vacancies to fill (7.83% of RNs in this specialty)
       - Two (2) Experienced
       - Six (6) Training Program vacancies targeting June start work dates, selections in process
   - Critical Care Unit –
     - Nine (9) total vacancies to fill (6.87% of RNs in this specialty)
       - Five (5) Experienced
       - Four (4) Training Program vacancies targeting May/June start work dates, selections in process
   - Med-Surgical Unit-
     - Seven (7) vacancies to fill (1.52% of RNs within this specialty)
       - Two (2) Experienced, one new hire selected to start in May
       - Five (5) Training Program vacancies with two (2) selected thru internal Reassignment, and three (3) will be filled from external candidates
   - OR Unit-
     - Two (2) vacancies to fill (6.42% of RNs within this specialty)

5) **RN Training summary:**

   We are piloting a return to training programs after over a year on pause. These classes are targeted for May-July in ED, ICU and Med Surg units, for a total of fifteen (15) trainees. Many training positions will be filled by existing RNs requesting an internal reassignment to a new area. We will re-assess training opportunities during the summer depending on operational need and COVID status.

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

1. Four (4) 2736 Porters starting in April
2. Two (2) 2920 Medical Social Worker starting in April and May
3. Four (4) 2305 LPTs selected for SFBHC
4. Two (2) 2314 Behavioral Health Team Leaders selected for SFBHC, difficult to fill positions with small applicant pools
5. Five (5) 2903 Hospital Eligibility Worker to start in April and May

# Zuckerberg San Francisco General Hospital and Trauma Center

Vacancy Report | March 2021



| 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 | 7.00 | 4.00 | 36% |
| 2310 | Surgical Procedures Technician | 21.00 | 13.90 | 7.10 | 34% |
| 2930 | Behavioral Health Clinicn | 14.50 | 9.60 | 4.90 | 34% |
| 1942 | Assistant Materials Coordinator | 3.00 | 2.00 | 1.00 | 33% |
| 2105 | Patient Services Finance Tech | 12.00 | 8.00 | 4.00 | 33% |
| 2555 | Physical Therapist Assistant | 3.00 | 2.00 | 1.00 | 33% |
| 2593 | Health Program Coordinator III | 13.00 | 9.00 | 4.00 | 31% |
| 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% |
| 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% |
| 2908 | Hospital Eligibility Worker | 78.00 | 61.00 | 17.00 | 22% |
| 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% |
| 2587 | Health Worker III | 27.00 | 22.00 | 5.00 | 19% |
| 2542 | Speech Pathologist | 6.20 | 5.08 | 1.12 | 18% |
| 2312 | Licensed Vocational Nurse | 43.95 | 36.05 | 7.90 | 18% |
| 2305 | Psychiatric Technician | 33.80 | 27.80 | 6.00 | 18% |
| 2119 | Health Care Analyst | 17.00 | 14.00 | 3.00 | 18% |
| 931 | Manager III | 12.00 | 10.00 | 2.00 | 17% |
| 1632 | Senior Account Clerk | 6.00 | 5.00 | 1.00 | 17% |
| 1663 | Patient Accounts Supervisor | 6.00 | 5.00 | 1.00 | 17% |
| 2496 | Radiologic Technologist Supv | 6.00 | 5.00 | 1.00 | 17% |
| 2622 | Dietetic Technician | 5.00 | 4.20 | 0.80 | 16% |



As of April 5th, 2021

| Budgeted Class | Job Title | Budgeted FTE | Utilized FTE | Vacant FTE | Vacancy Rate |
|---|---|---|---|---|---|
| 7334 | Stationary Engineer | 26.00 | 22.00 | 4.00 | 15% |
| 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% |
| 1636 | Health Care Billing Clerk II | 23.00 | 20.00 | 3.00 | 13% |
| 2302 | Nursing Assistant | 8.00 | 7.00 | 1.00 | 13% |
| 2740 | Porter Supervisor I | 9.00 | 8.00 | 1.00 | 11% |
| 2846 | Nutritionist | 5.00 | 4.50 | 0.50 | 10% |
| 2314 | Public Health Team Leader | 23.80 | 21.60 | 2.20 | 9% |
| 2903 | Eligibility Worker | 111.40 | 101.60 | 9.80 | 9% |
| 2454 | Clinical Pharmacist | 35.50 | 32.50 | 3.00 | 8% |
| 2409 | Pharmacy Technician | 55.50 | 50.98 | 4.53 | 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% |
| 2430 | Medical Evaluations Assistant | 168.56 | 156.71 | 11.85 | 7% |
| 2450 | Pharmacist | 28.50 | 26.50 | 2.00 | 7% |
| 2736 | Porter | 187.00 | 174.56 | 12.44 | 7% |
| 1932 | Assistant Storekeeper | 17.00 | 16.00 | 1.00 | 6% |
| 2548 | Occupational Therapist | 17.59 | 16.59 | 1.00 | 6% |
| 2320 | Registered Nurse | 978.35 | 933.65 | 46.50 | 5% |
| 2390 | CPD Technician | 24.80 | 23.80 | 1.00 | 4% |
| 2303 | Patient Care Assistant | 181.80 | 174.80 | 7.00 | 4% |
| 2424 | X-Ray Laboratory Aide | 34.50 | 33.50 | 1.00 | 3% |
| 2604 | Food Service Worker | 52.10 | 51.00 | 1.10 | 2% |
| 2471 | Radiologic Technologist I, II, III | 73.90 | 72.35 | 1.55 | 2% |
| 1428 | Unit Clerk | 48.30 | 47.30 | 1.00 | 2% |
| 2328 | Nurse Practitioner | 92.11 | 90.29 | 1.82 | 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% |
| 1708 | Senior Telephone Operator | 11.00 | 10.98 | 0.03 | 0% |
| 922 | Manager I | 6.00 | 6.00 | 0.00 | 0% |
| 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% |

| Budgeted Class | Job Title | Budgeted FTE | Utilized FTE | Vacant FTE | Vacancy Rate |
|---|---|---|---|---|---|
| 1634 | Principal Account Clerk | 1.00 | 1.00 | 0.00 | 0% |
| 1637 | Patient Accounts Clerk | 24.00 | 24.00 | 0.00 | 0% |
| 1652 | Senior Accountant | 6.00 | 6.00 | 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 Anlyst 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% |
| 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% |
| 2473 | Diagnostic Medical Sonographer I, II, III | 11.00 | 11.00 | 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% |
| 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% |
| 3417 | Gardener | 2.50 | 2.50 | 0.00 | 0% |
| 3422 | Park Section Supervisor | 1.00 | 1.00 | 0.00 | 0% |

| Budgeted Class | Job Title | Budgeted FTE | Utilized FTE | Vacant FTE | Vacancy Rate |
|---|---|---|---|---|---|
| 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** | **3068.33** | **2824.45** | **243.88** | **7.95%** |

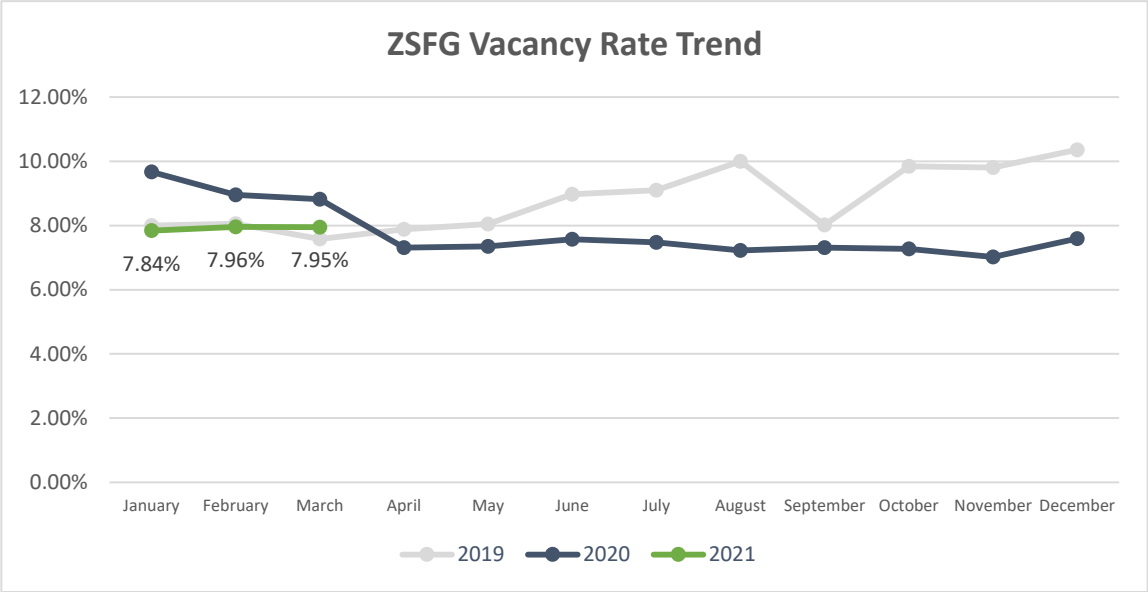
**Zuckerberg San Francisco General Hospital and Trauma Center**
Status of Vacancy Rates Over 10% (MARCH 2021)

| Budgeted Class | Job Title | Vacancy Rate | Utilized FTE | Vacant FTE | Notes |
|---|---|---|---|---|---|
| 7262 | Maintenance Planner | 100% | 0.00 | 1.00 | Pending Requisition Approval |
| 6139 | Sr Industrial Hygienist | 100% | 0.00 | 1.00 | Pending Announcement/Exam Administration |
| 6130 | Safety Analyst | 100% | 0.00 | 1.00 | Pending Announcement/Exam Administration |
| 2620 | Food Service Mgr Administrator | 100% | 0.00 | 1.00 | Interviews in Progress |
| 2585 | Health Worker I | 100% | 0.00 | 3.00 | Interviews in Progress |
| 2540 | Audiologist | 100% | 0.00 | 1.00 | Pending Requistion Approval |
| 1662 | Patient Accounts Asst Supv | 100% | 0.00 | 1.00 | Interviews in Progress |
| 7335 | Sr Stationary Engineer | 50% | 3.00 | 3.00 | Interviews in Progress |
| 7205 | Chief Stationary Engineer | 50% | 1.00 | 1.00 | Pending Requisition Approval |
| 2558 | Senior Physical Therapist | 50% | 1.00 | 1.00 | Pending Announcement/Exam Administration |
| 2392 | Sr CPD Technician | 50% | 1.00 | 1.00 | Interviews in Progress |
| 2114 | Medical Records Tech-Supv | 50% | 1.00 | 1.00 | Pending Announcement/Exam Administration |
| 1824 | Principal Administrative Analyst | 50% | 2.00 | 2.00 | Pending Requisition Request by Hiring Manager |
| 1823 | Senior Administrative Analyst | 50% | 1.00 | 1.00 | Pending Requisition Request by Hiring Manager |
| 1657 | Senior Systems Accountant | 50% | 2.00 | 2.00 | Pending Announcement/Exam Administration |
| 1404 | Clerk | 50% | 2.00 | 2.00 | Pending Approval/ Interview in Progress |
| 0932 | Manager IV | 50% | 1.00 | 1.00 | Pending Announcement/Exam Administration |
| 2909 | Hospital Eligibility Worker Supv | 36% | 7.00 | 4.00 | Pending Announcement/Exam Administration |
| 2310 | Surgical Procedures Technician | 34% | 13.90 | 7.10 | Pending Selection |
| 2930 | Behavioral Health Clinicn | 34% | 9.60 | 4.90 | Pending Announcement/Exam Administration |
| 2555 | Physical Therapist Assistant | 33% | 2.00 | 1.00 | Pending Selection |
| 2105 | Patient Services Finance Tech | 33% | 8.00 | 4.00 | Pending Requistion Approval |
| 1942 | Assistant Materials Coordinator | 33% | 2.00 | 1.00 | Interviews in Progress |
| 2593 | Health Program Coordinator III | 31% | 9.00 | 4.00 | Pending Announcement/Exam Administration |
| 4320 | Cashier I | 25% | 3.00 | 1.00 | Pending Requisition Request by Hiring Manager |
| 2822 | Health Educator | 25% | 3.00 | 1.00 | Pending Selection |
| 2112 | Medical Records Technician | 25% | 3.00 | 1.00 | Pending Announcement/Exam Administration |
| 1635 | Health Care Billing Clerk I | 25% | 3.00 | 1.00 | Pending Requisition Approval |
| 0942 | Manager VII | 25% | 3.00 | 1.00 | Interviews in Progress |
| 0941 | Manager VI | 25% | 3.00 | 1.00 | Pending Requisition Request by Hiring Manager |
| 2908 | Hospital Eligibility Worker | 22% | 61.00 | 17.00 | Pending Announcement/Exam Administration |
| 2654 | Cook | 20% | 8.00 | 2.00 | Pending Announcement/Exam Administration |
| 1654 | Accountant III | 20% | 4.00 | 1.00 | Pending Announcement/Exam Administration |
| 0923 | Manager II | 20% | 4.00 | 1.00 | Pending Announcement/Exam Administration |
| 2587 | Health Worker III | 19% | 22.00 | 5.00 | Pending Announcement/Exam Administration |
| 2542 | Speech Pathologist | 18% | 5.08 | 1.12 | Pending Announcement/Exam Administration |
| 2312 | Licensed Vocational Nurse | 18% | 36.05 | 7.90 | Pending Announcement/Exam Administration |
| 2305 | Psychiatric Technician | 18% | 27.80 | 6.00 | Interviews in Progress |
| 2119 | Health Care Analyst | 18% | 14.00 | 3.00 | Pending Selection |
| 2496 | Radiologic Technologist Supv | 17% | 5.00 | 1.00 | Pending Announcement/Exam Administration |
| 1663 | Patient Accounts Supervisor | 17% | 5.00 | 1.00 | Pending Requistion Approval |
| 1632 | Senior Account Clerk | 17% | 5.00 | 1.00 | Interviews in Progress |
| 0931 | Manager III | 17% | 10.00 | 2.00 | Pending Requisition Approval |
| 2622 | Dietetic Technician | 16% | 4.20 | 0.80 | Pending Requistion Approval |
| 7334 | Stationary Engineer | 15% | 22.00 | 4.00 | Interviews in Progress |
| 2586 | Health Worker II | 15% | 55.50 | 10.00 | Interviews in Progress/ Pending Announcement |
| 2453 | Supervising Pharmacist | 14% | 6.00 | 1.00 | Interviews in Progress |



As of April 5th, 2021

| Budgeted Class | Job Title | Vacancy Rate | Utilized FTE | Vacant FTE | Notes |
|---|---|---|---|---|---|
| 2406 | Pharmacy Helper | 14% | 6.00 | 1.00 | Pending Requisition Request by Hiring Manager |
| 1406 | Senior Clerk | 14% | 31.80 | 5.00 | Interviews in Progress |
| 1636 | Health Care Billing Clerk II | 13% | 20.00 | 3.00 | Pending Requistion Approval |
| 2302 | Nursing Assistant | 13% | 7.00 | 1.00 | Pending Announcement/Exam Administration |
| 2740 | Porter Supervisor I | 11% | 8.00 | 1.00 | Pending Announcement/Exam Administration |
| 2846 | Nutritionist | 10% | 4.50 | 0.50 | Pending Requisition Request by Hiring Manager |


ZSFG Vacancy Rate Trend
12.00%
10.00%
8.00%
6.00%
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2.00%
0.00%
7.84%
7.96%
7.95%
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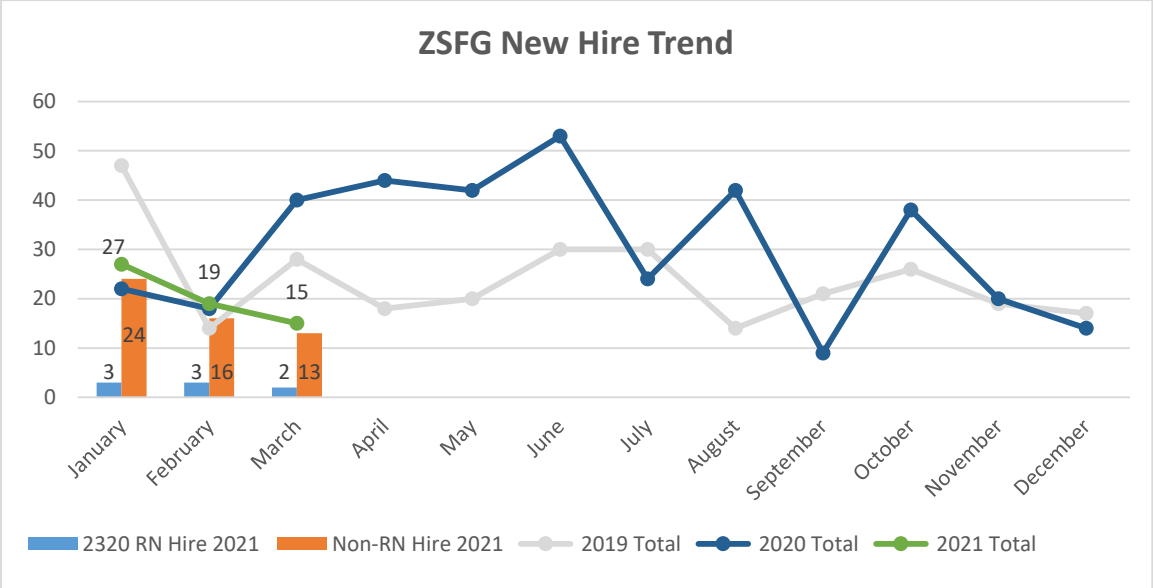
ZSFG New Hire Trend
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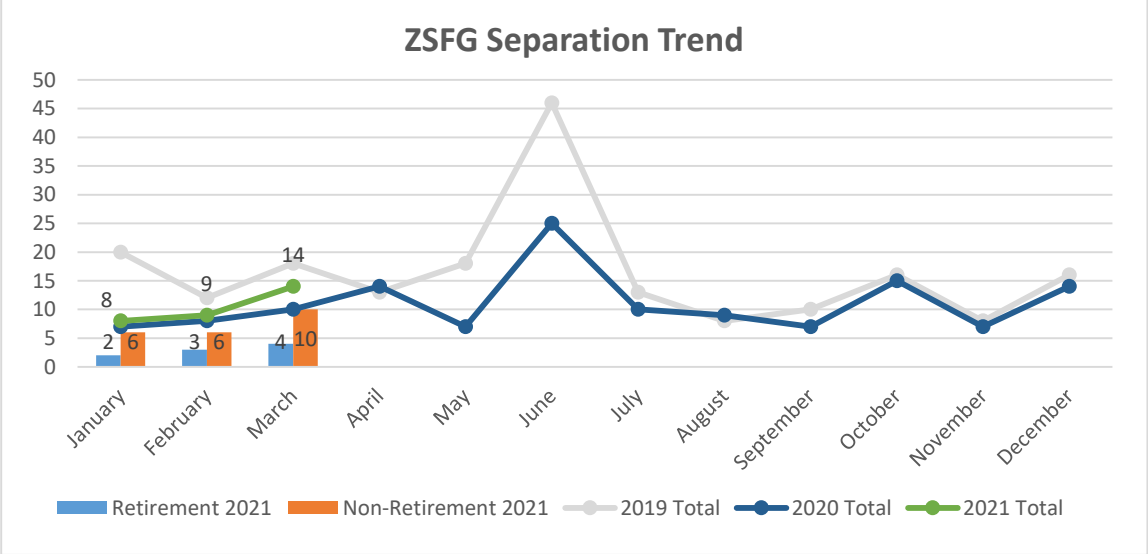
2320 RN Hire 2021
Non-RN Hire 2021
2019 Total
2020 Total
2021 Total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Retirement 2021
Non-Retirement 2021
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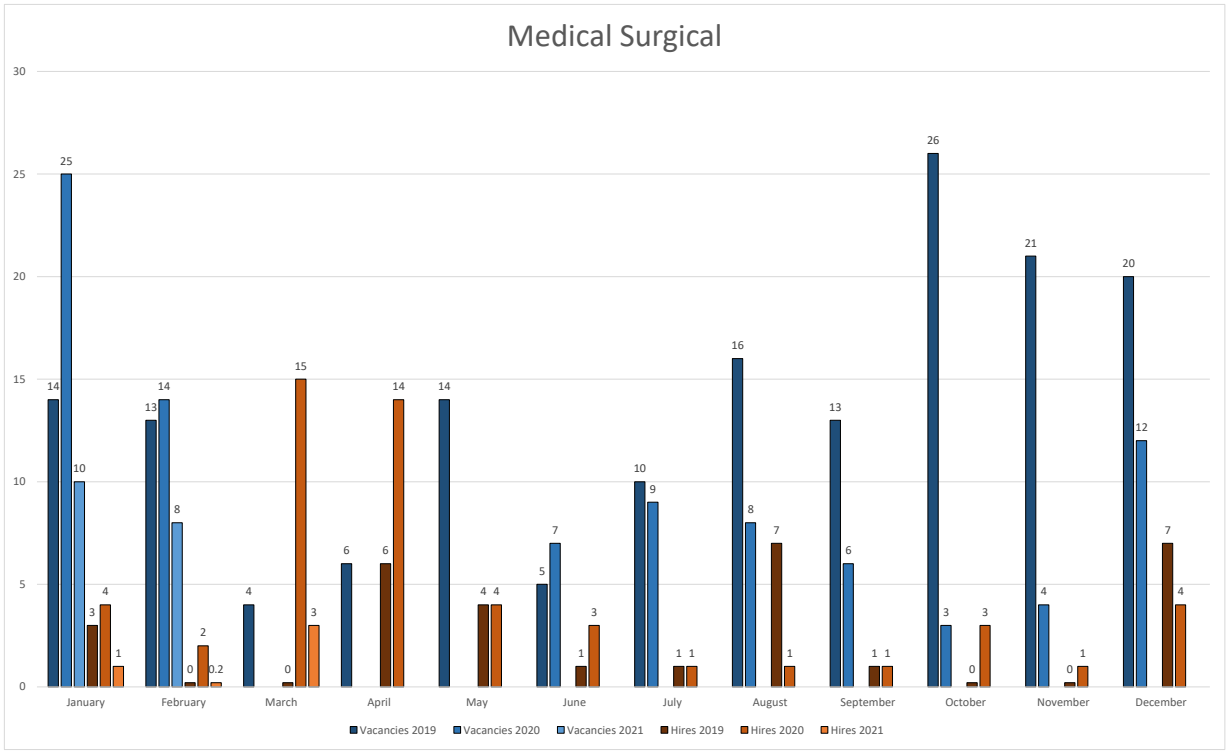
2020 Total
2021 Total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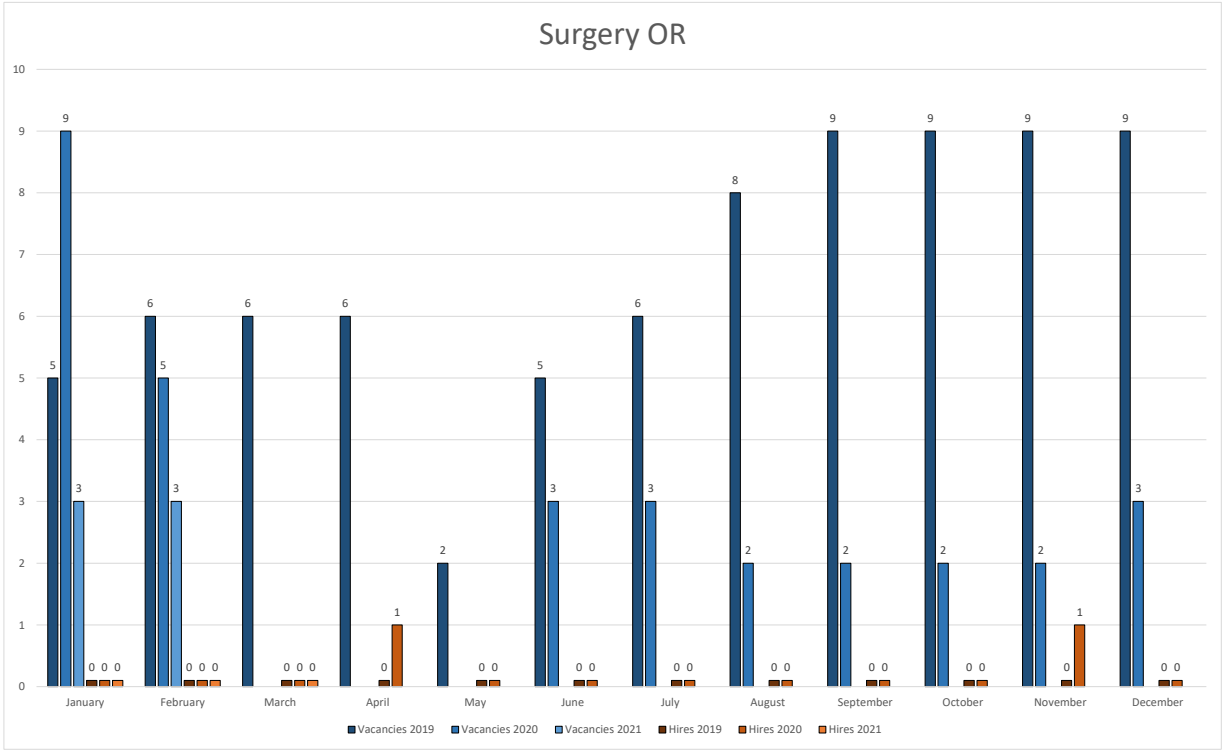
Surgery OR
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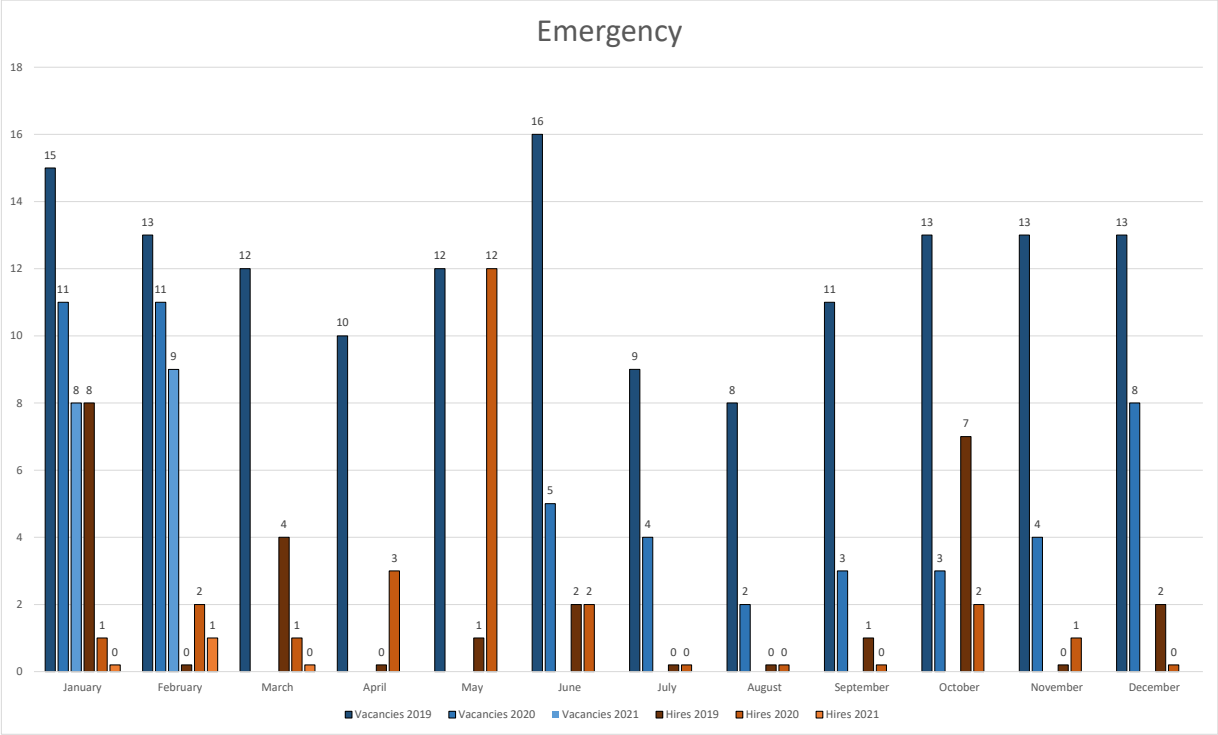
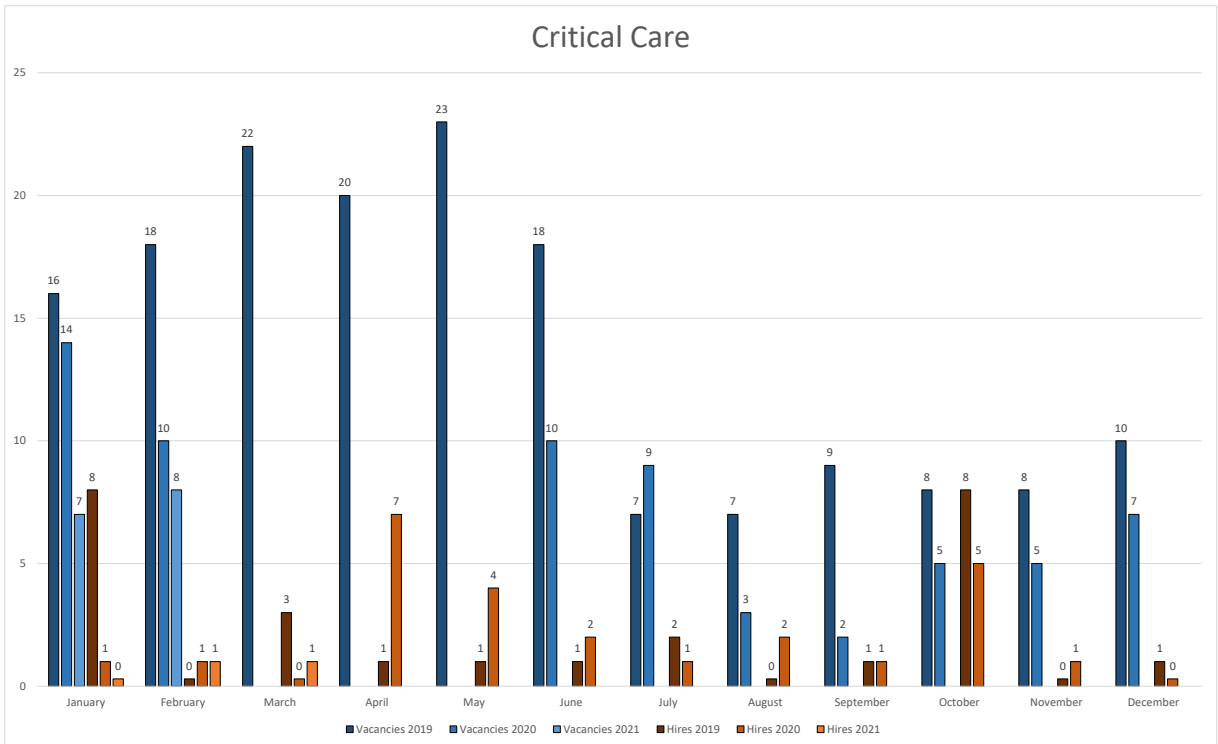
Hires 2021




*Vacancies are based on data reported in JCC Summary.

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