

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (July 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 8.40% as of June 30, 2021, which is up from 7.77% in May 2021. We've hired a total of twenty-nine (29) employees between June 1, 2021 and June 30, 2021 in various classifications including RNs and had twenty-eight (28) separations during the same period of which * twenty-one (21) were retirements.

*Higher vacancy rate can be attributed to **unanticipated** number of retirements requested in the last two weeks of June. Numbers were slightly higher than 2020 FY retirement. HR will look for any continuing trends in separations.

2) RN vacancy rate is up from 4% to 5% this past month. We have faced some challenges in filling RN positions, and to mitigate some of those, as of August 1, Nurse Managers will again be interviewing/selecting nurses per the hiring process prior to COVID. This will free up resources in our recruiting team to source nurses to apply to our job postings as our applicant pools decreased in the past year. The Training Programs are also a way for us to bring in new grad nurses, these are generally desirable positions and easier to fill. HR and Nursing Leadership are working out plan for training for the remainder of the year.

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 total (8) Experienced vacancies to fill (8.75% of RNs in this specialty)
- Critical Care Unit –
 - Five (5) Experienced vacancies to fill (4.11% of RNs in this specialty)
- Med-Surgical Unit-
 - Fourteen (14) Experienced vacancies to fill (4.39% of RNs within this specialty)
 - Eight (8) Training vacancies, interviews the week of July 19 for selection
 - Six (6) Experienced vacancies
- OR Unit-
 - Three (3) vacancies to fill (6.42% of RNs within this specialty)
 - Two (2) Training Program vacancies, pending selection
 - One (1) Experienced vacancy, pending selection

5) RN Training Update:

Med Surg training class starts in August with eight (8) reassignment nurses.

ED training class is targeted in August with eight (8) positions.

Perinatal training class is targeted for end of July with two (2) positions.

Neonatal training class is targeted for August with one (1) position.

6) Highlights of ZSFG non-RN hiring:

- **Rehab Unit:** One (1) 2556 Physical Therapists; Two (2) 2542 Speech Language Pathologists; One (1) 2558 Senior Physical Therapist and One (1) 2548 Occupational Therapist
- Five (5) 2736 Porters
- Two (2) 2473 Diagnostic Medical Sonographer
- Two (2) 2218 Physician Assistants for CASARC

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Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2540	Audiologist	1.00	0.00	1.00	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%
1824	Principal Administrative Analyst	4.00	1.00	3.00	75%
932	Manager IV	2.00	1.00	1.00	50%
1404	Clerk	4.00	2.00	2.00	50%
1823	Senior Administrative Analyst	2.00	1.00	1.00	50%
2114	Medical Records Tech-Supv	2.00	1.00	1.00	50%
2558	Senior Physical Therapist	2.00	1.00	1.00	50%
2822	Health Educator	4.00	2.00	2.00	50%
2909	Hospital Eligibility Worker Supv	12.00	6.00	6.00	50%
7205	Chief Stationary Engineer	2.00	1.00	1.00	50%
2930	Behavioral Health Clinician	14.50	8.60	5.90	41%
1654	Accountant III	5.00	3.00	2.00	40%
2105	Patient Services Finance Tech	12.00	8.00	4.00	33%
2555	Physical Therapist Assistant	3.00	2.00	1.00	33%
2585	Health Worker I	3.00	2.00	1.00	33%
2770	Senior Laundry Worker	3.00	2.00	1.00	33%
2587	Health Worker III	27.00	19.00	8.00	30%
2453	Supervising Pharmacist	7.00	5.00	2.00	29%
941	Manager VI	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%
4320	Cashier I	4.00	3.00	1.00	25%
2593	Health Program Coordinator III	13.00	10.00	3.00	23%
7334	Stationary Engineer	26.00	20.00	6.00	23%
2740	Porter Supervisor I	9.00	7.00	2.00	22%
2325	Nurse Midwife	3.44	2.71	0.73	21%
2314	Public Health Team Leader	23.80	18.80	5.00	21%
2654	Cook	10.00	8.00	2.00	20%
1406	Senior Clerk	36.80	29.55	7.25	20%
2908	Hospital Eligibility Worker	77.00	62.00	15.00	19%
2473	Diagnostic Medical Sonographer I, II, III	11.00	9.00	2.00	18%
2312	Licensed Vocational Nurse	43.95	36.05	7.90	18%
2119	Health Care Analyst	17.00	14.00	3.00	18%
1636	Health Care Billing Clerk II	23.00	19.00	4.00	17%
2586	Health Worker II	65.50	54.50	11.00	17%
931	Manager III	12.00	10.00	2.00	17%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1632	Senior Account Clerk	6.00	5.00	1.00	17%
1652	Senior Accountant	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%
2324	Nursing Supervisor	13.00	11.00	2.00	15%
2406	Pharmacy Helper	7.00	6.00	1.00	14%
2302	Nursing Assistant	8.00	7.00	1.00	13%
2305	Psychiatric Technician	33.80	30.20	3.60	11%
2450	Pharmacist	28.50	25.50	3.00	11%
2322	Nurse Manager	40.01	36.00	4.01	10%
2310	Surgical Procedures Technician	21.00	18.90	2.10	10%
2846	Nutritionist	5.00	4.50	0.50	10%
2409	Pharmacy Technician	55.50	49.98	5.53	10%
1429	Nurses Staffing Assistant	12.00	11.00	1.00	8%
2903	Eligibility Worker	114.40	104.90	9.50	8%
2430	Medical Evaluations Assistant	167.56	154.56	13.00	8%
2323	Clinical Nurse Specialist	13.00	12.00	1.00	8%
2618	Food Service Supervisor	6.50	6.00	0.50	8%
2330	Anesthetist	13.40	12.40	1.00	7%
1428	Unit Clerk	48.30	45.30	3.00	6%
2548	Occupational Therapist	17.59	16.59	1.00	6%
2454	Clinical Pharmacist	35.50	33.50	2.00	6%
2320	Registered Nurse	977.56	926.86	50.70	5%
2604	Food Service Worker	52.10	49.50	2.60	5%
1708	Senior Telephone Operator	11.00	10.48	0.53	5%
2736	Porter	187.00	179.56	7.44	4%
2303	Patient Care Assistant	181.80	174.90	6.90	4%
2328	Nurse Practitioner	92.11	89.04	3.07	3%
2556	Physical Therapist	24.40	23.60	0.80	3%
2424	X-Ray Laboratory Aide	34.50	33.50	1.00	3%
2920	Medical Social Worker	39.85	38.83	1.02	3%
2471	Radiologic Technologist I, II, III	73.90	72.35	1.55	2%
1657	Senior Systems Accountant	4.00	4.00	0.00	0%
922	Manager I	6.00	6.00	0.00	0%
923	Manager II	5.00	5.00	0.00	0%
942	Manager VII	4.00	4.00	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%

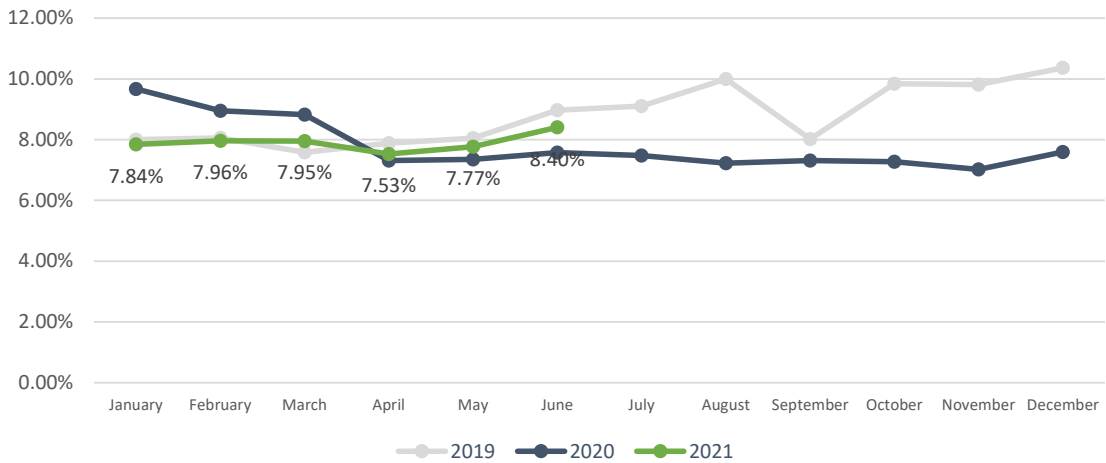
Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1165	Manager, DPH	1.00	1.00	0.00	0%
1166	Administrator, DPH	1.00	1.00	0.00	0%
1408	Principal Clerk	2.00	2.00	0.00	0%
1410	Chief Clerk	3.00	3.00	0.00	0%
1630	Account Clerk	1.00	1.00	0.00	0%
1634	Principal Account Clerk	1.00	1.00	0.00	0%
1637	Patient Accounts Clerk	24.00	24.00	0.00	0%
1662	Patient Accounts Asst Supv	1.00	1.00	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%
1932	Assistant Storekeeper	17.00	17.00	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%
2326	Nursing Supervisor - Psych	1.00	1.00	0.00	0%
2390	CPD Technician	24.80	24.80	0.00	0%
2392	Sr CPD Technician	2.00	2.00	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%
2589	Health Program Coordinator I	2.00	2.00	0.00	0%
2591	Health Program Coordinator II	3.00	3.00	0.00	0%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
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%
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%
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%
7335	Sr Stationary Engineer	6.00	6.00	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%
2542	Speech Pathologist	6.20	6.20	0.00	0%
	Grand Total	3069.55	2811.60	257.95	8.40%

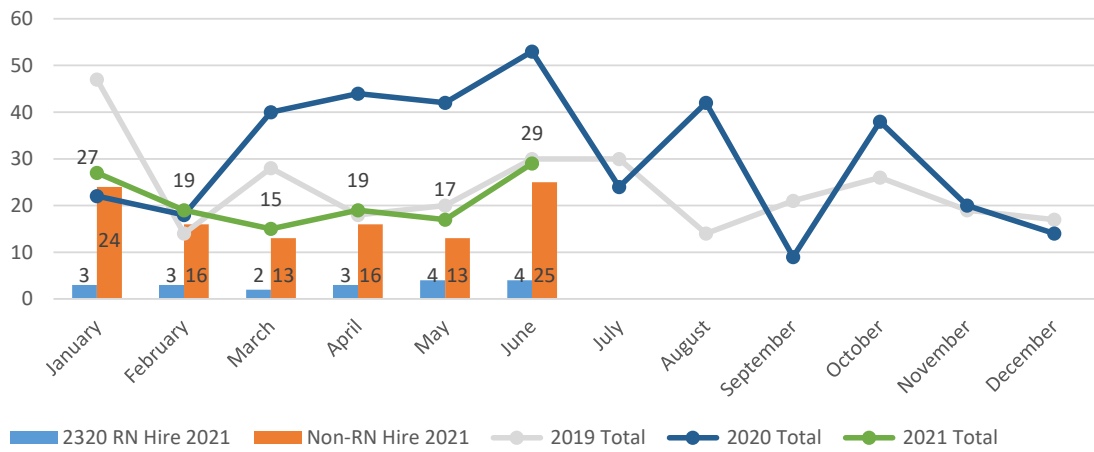
Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
2540	Audiologist	100%	0.00	1.00	Pending Announcement/Exam Administration
2620	Food Service Mgr Administrator	100%	0.00	1.00	Pending Requisition Approval
6130	Safety Analyst	100%	0.00	1.00	Pending Announcement/Exam Administration
6139	Sr Industrial Hygienist	100%	0.00	1.00	Pending Announcement/Exam Administration
7262	Maintenance Planner	100%	0.00	1.00	Pending Announcement/Exam Administration
1824	Principal Administrative Analyst	75%	1.00	3.00	Pending Requisition Approval
0932	Manager IV	50%	1.00	1.00	Pending Announcement/Exam Administration
1404	Clerk	50%	2.00	2.00	Pending Selection
1823	Senior Administrative Analyst	50%	1.00	1.00	Pending Requisition Request by Hiring Manager
2114	Medical Records Tech-Supv	50%	1.00	1.00	Pending Requisition Request by Hiring Manager
2558	Senior Physical Therapist	50%	1.00	1.00	Pending Selection
2822	Health Educator	50%	2.00	2.00	Pending Requisition Request by Hiring Manager
2909	Hospital Eligibility Worker Supv	50%	6.00	6.00	Pending Announcement/Exam Administration
7205	Chief Stationary Engineer	50%	1.00	1.00	Pending Requisition Approval
2930	Behavioral Health Clinician	41%	8.60	5.90	Pending Announcement/Exam Administration
1654	Accountant III	40%	3.00	2.00	Pending Selection
2105	Patient Services Finance Tech	33%	8.00	4.00	Pending Requisition Approval
2555	Physical Therapist Assistant	33%	2.00	1.00	Pending Selection
2585	Health Worker I	33%	2.00	1.00	Pending Selection
2770	Senior Laundry Worker	33%	2.00	1.00	Pending Requisition Approval
2587	Health Worker III	30%	19.00	8.00	Pending Announcement/Exam Administration
2453	Supervising Pharmacist	29%	5.00	2.00	Pending Announcement/Exam Administration
0941	Manager VI	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
2112	Medical Records Technician	25%	3.00	1.00	Interview in Progress
4320	Cashier I	25%	3.00	1.00	Pending Requisition Request by Hiring Manager
2593	Health Program Coordinator III	23%	10.00	3.00	Pending Announcement/Exam Administration
7334	Stationary Engineer	23%	20.00	6.00	Pending Requisition Approval
2740	Porter Supervisor I	22%	7.00	2.00	Pending Requisition Request by Hiring Manager
2325	Nurse Midwife	21%	2.71	0.73	Interview in Progress
2314	Public Health Team Leader	21%	18.80	5.00	Pending Selection
2654	Cook	20%	8.00	2.00	Pending Announcement/Exam Administration
1406	Senior Clerk	20%	29.55	7.25	Pending Announcement/Exam Administration
2908	Hospital Eligibility Worker	19%	62.00	15.00	Pending Announcement/Exam Administration
2473	Diagnostic Medical Sonographer I, II, III	18%	9.00	2.00	Pending Announcement/Exam Administration
2312	Licensed Vocational Nurse	18%	36.05	7.90	Interview in Progress
2119	Health Care Analyst	18%	14.00	3.00	Pending Selection
1636	Health Care Billing Clerk II	17%	19.00	4.00	Pending Announcement/Exam Administration
2586	Health Worker II	17%	54.50	11.00	Pending Announcement/Exam Administration
0931	Manager III	17%	10.00	2.00	Pending Announcement/Exam Administration

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
1632	Senior Account Clerk	17%	5.00	1.00	Interviews in Progress
1652	Senior Accountant	17%	5.00	1.00	Pending Requisition Request by Hiring Manager
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
2622	Dietetic Technician	16%	4.20	0.80	Pending Announcement/Exam Administration
2324	Nursing Supervisor	15%	11.00	2.00	Pending Announcement/Exam Administration
2406	Pharmacy Helper	14%	6.00	1.00	Pending Requisition Request by Hiring Manager
2302	Nursing Assistant	13%	7.00	1.00	Pending Announcement/Exam Administration
2305	Psychiatric Technician	11%	30.20	3.60	Pending Announcement/Exam Administration
2450	Pharmacist	11%	25.50	3.00	Pending Selection
2322	Nurse Manager	10%	36.00	4.01	Pending Requisition Approval
2310	Surgical Procedures Technician	10%	18.90	2.10	Pending Selection
2846	Nutritionist	10%	4.50	0.50	Pending Requisition Request by Hiring Manager
2409	Pharmacy Technician	10%	49.98	5.53	Pending Announcement/Exam Administration

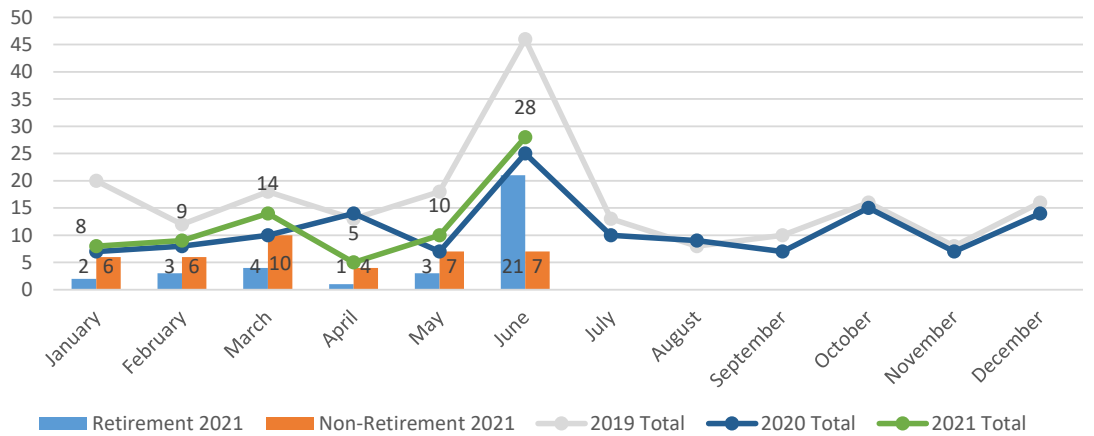
ZSFG Vacancy Rate Trend



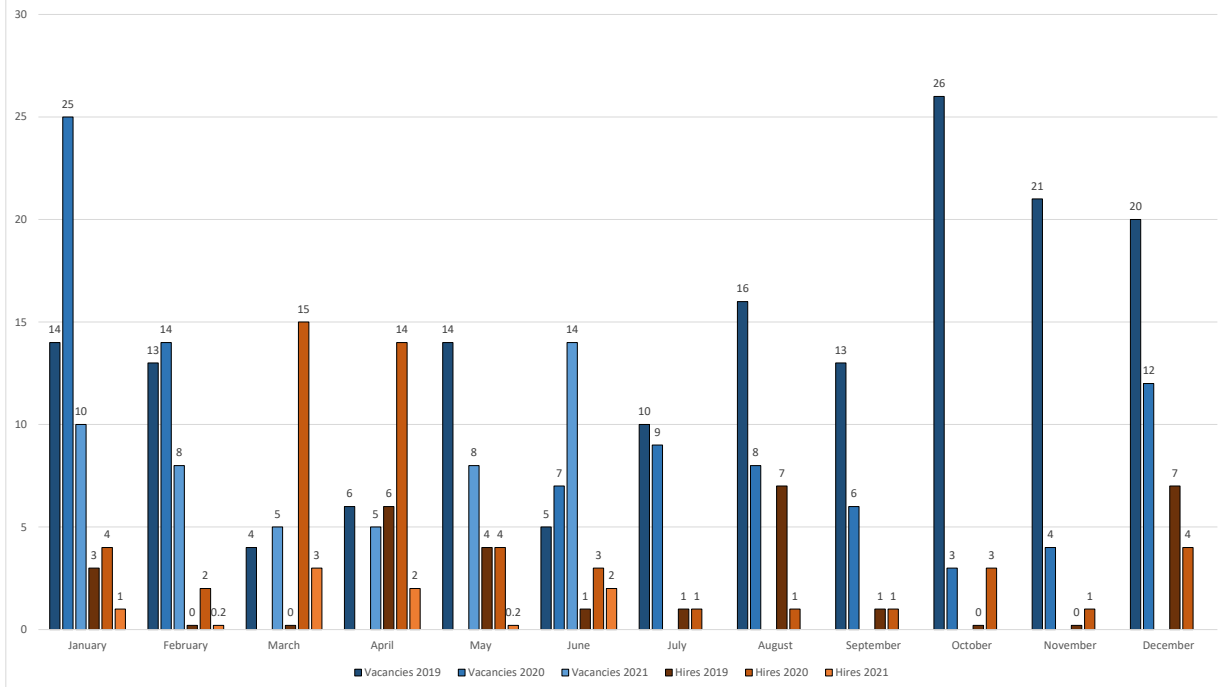
ZSFG New Hire Trend



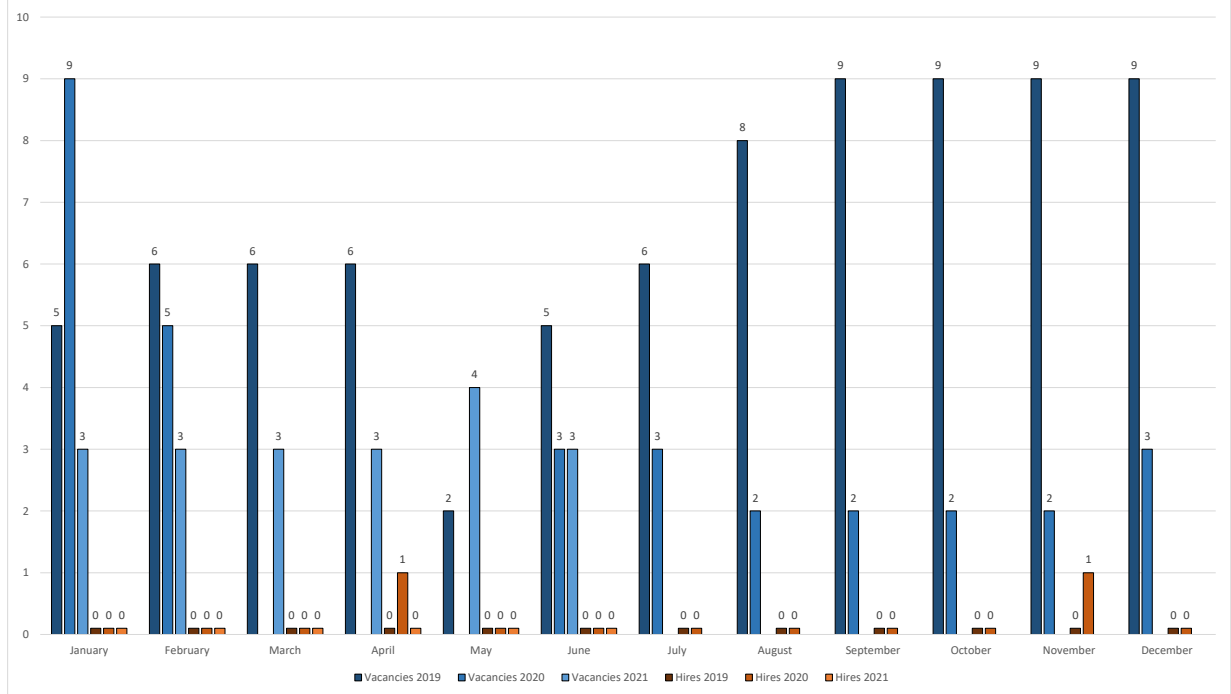
ZSFG Separation Trend

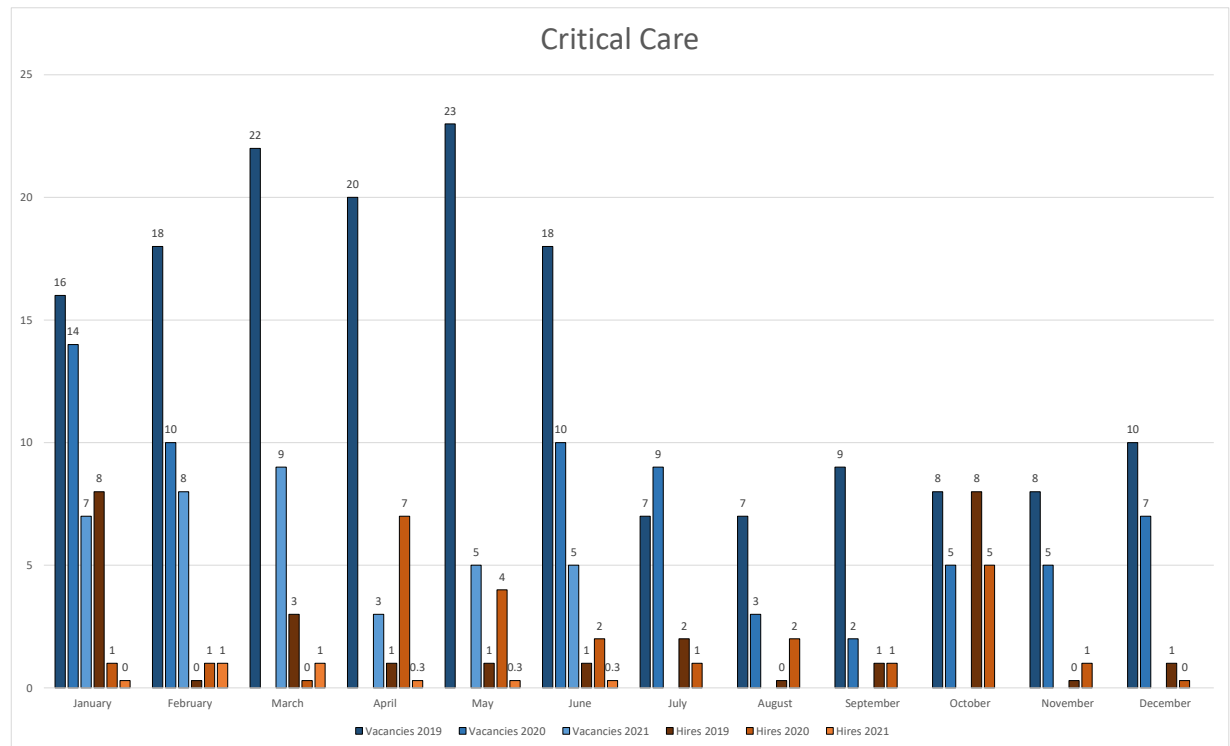
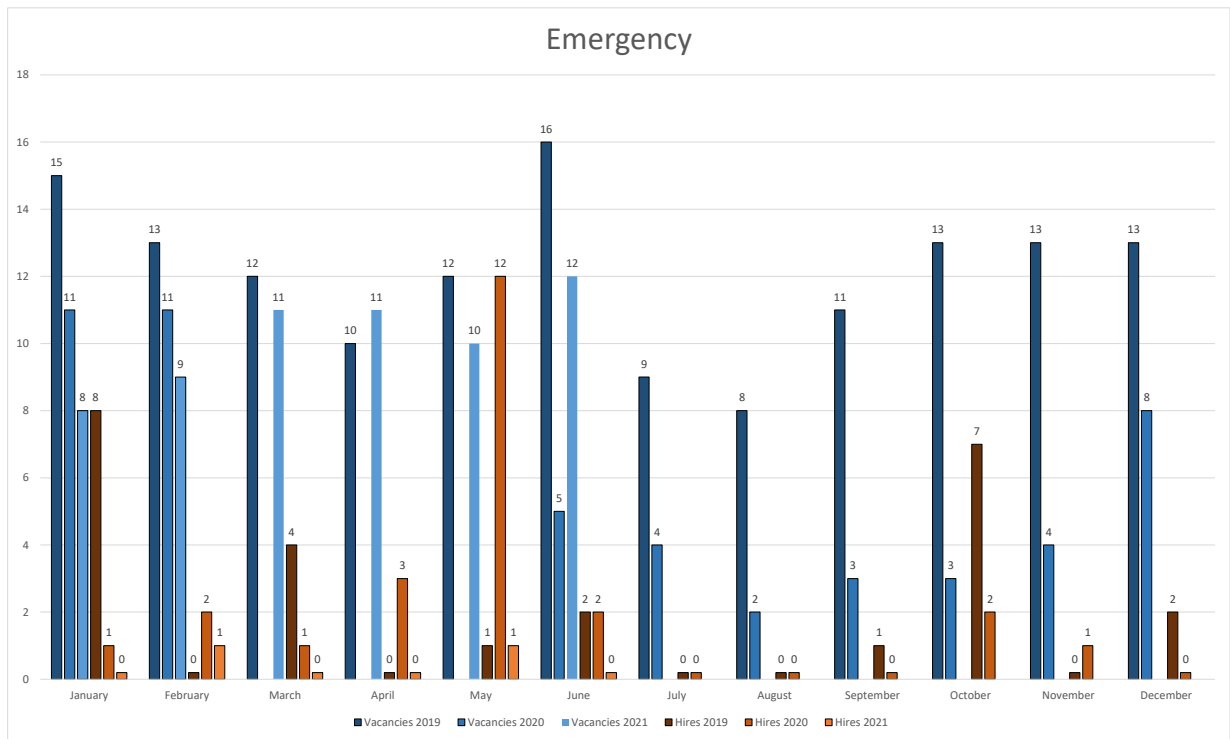


Medical Surgical



Surgery OR





*Vacancies are based on data reported in JCC Summary.

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