

# ZSFG HUMAN RESOURCE SERVICES REPORT

## Submitted to the Joint Conference Committee (May 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 7.53% as of April 30, 2021, which is down from 7.95% in March 2021. We've hired a total of nineteen (19) employees between April 1, 2021 and April 30, 2021 in various classifications including RNs and had five (5) separations during the same period of which one (1) was retirement. We are approaching the FY end which is historically high for retirements and will notify hospital leadership/ hiring managers as we get the report from retirement services on confirmed requests.

2) RN vacancy rate is at 4%. HR is sending out email invitation to all External Per-Diem Nurses to apply for permanent nurse positions. We hired over 100 to COVID positions over the past year and we want to transition as many as possible to permanent positions.

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-
  - Eleven total (11) vacancies to fill (8.04% of RNs in this specialty)
    - Five (5) Experienced vacancies
    - Six (6) Training Program vacancies, selections in process
- Critical Care Unit –
  - Three (3) Experienced vacancies to fill (2.73% of RNs in this specialty)
- Med-Surgical Unit-
  - Five (5) Experienced vacancies to fill (1.53% of RNs within this specialty)
- OR Unit-
  - Three (3) Experienced vacancies to fill (6.42% of RNs within this specialty)

#### 5) RN Training Update:

The Critical Care training class is targeted to start June 28, 2021 with six (6) reassignment nurses.

The Med Surg training class is targeted to start in early June with four (4) positions.

The ED training selections are in process for six (6) vacancies.

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

1. One (1) 0942 Chief Quality Officer starting in May
2. Four (4) 2903 Hospital Eligibility Worker starting in May
3. Three (3) 7335 Sr. Stationary Engineer, starting in May
4. One (1) 3417 Gardener started in May
5. One (1) 2736 Porter (Facilities) starting in May

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
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%
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%
2558	Senior Physical Therapist	2.00	1.00	1.00	50%
7205	Chief Stationary Engineer	2.00	1.00	1.00	50%
2909	Hospital Eligibility Worker Supv	11.00	6.00	5.00	45%
2930	Behavioral Health Clinician	14.50	8.60	5.90	41%
2105	Patient Services Finance Tech	12.00	8.00	4.00	33%
2555	Physical Therapist Assistant	3.00	2.00	1.00	33%
2305	Psychiatric Technician	33.80	24.20	9.60	28%
2587	Health Worker III	27.00	20.00	7.00	26%
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%
2822	Health Educator	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%
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%
2542	Speech Pathologist	6.20	5.08	1.12	18%
2312	Licensed Vocational Nurse	43.95	36.05	7.90	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%
1406	Senior Clerk	36.80	30.80	6.00	16%
2622	Dietetic Technician	5.00	4.20	0.80	16%
7334	Stationary Engineer	26.00	22.00	4.00	15%
2406	Pharmacy Helper	7.00	6.00	1.00	14%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2453	Supervising Pharmacist	7.00	6.00	1.00	14%
2586	Health Worker II	65.50	56.50	9.00	14%
2314	Public Health Team Leader	23.80	20.60	3.20	13%
1636	Health Care Billing Clerk II	23.00	20.00	3.00	13%
2302	Nursing Assistant	7.90	7.00	0.90	11%
2740	Porter Supervisor I	9.00	8.00	1.00	11%
2450	Pharmacist	28.50	25.50	3.00	11%
2310	Surgical Procedures Technician	21.00	18.90	2.10	10%
2846	Nutritionist	5.00	4.50	0.50	10%
2903	Eligibility Worker	111.40	102.10	9.30	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%
2330	Anesthetist	13.40	12.40	1.00	7%
2556	Physical Therapist	24.40	22.60	1.80	7%
2736	Porter	187.00	175.56	11.44	6%
2430	Medical Evaluations Assistant	167.56	157.56	10.00	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%
1708	Senior Telephone Operator	11.00	10.48	0.53	5%
1428	Unit Clerk	48.30	46.30	2.00	4%
2303	Patient Care Assistant	181.80	174.80	7.00	4%
2320	Registered Nurse	977.66	940.65	37.01	4%
2424	X-Ray Laboratory Aide	34.50	33.50	1.00	3%
2920	Medical Social Worker	39.85	38.73	1.12	3%
2322	Nurse Manager	40.01	39.00	1.01	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%
2328	<i>Nurse Practitioner</i>	92.11	90.29	1.82	2%
2325	Nurse Midwife	3.44	3.41	0.03	1%
922	Manager I	5.00	5.00	0.00	0%
932	Manager IV	2.00	2.00	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%
1165	Manager, DPH	1.00	1.00	0.00	0%
1166	Administrator, DPH	1.00	1.00	0.00	0%

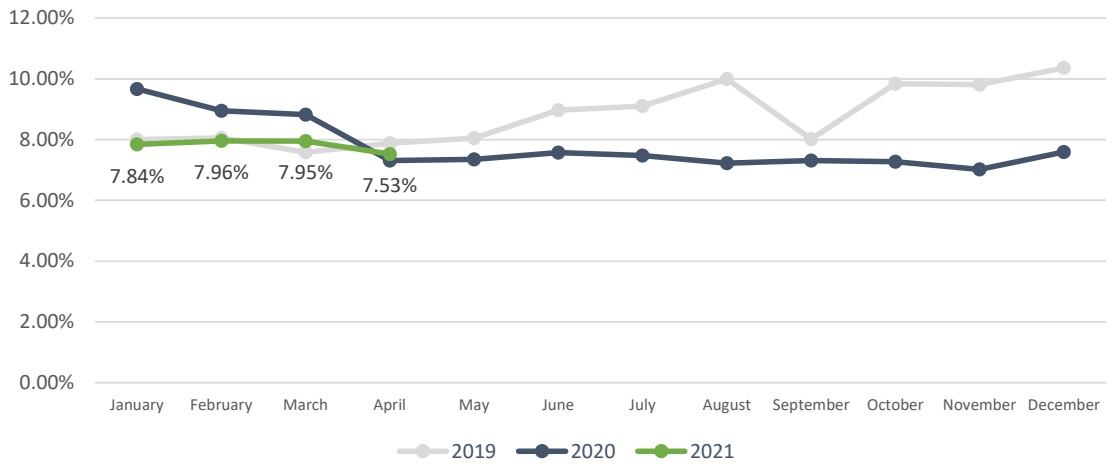
Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1408	Principal Clerk	2.00	2.00	0.00	0%
1410	Chief Clerk	3.00	3.00	0.00	0%
1429	Nurses Staffing Assistant	12.00	12.00	0.00	0%
1630	Account Clerk	1.00	1.00	0.00	0%
1634	Principal Account Clerk	1.00	1.00	0.00	0%
1637	Patient Accounts Clerk	24.00	24.00	0.00	0%
1652	Senior Accountant	6.00	6.00	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%
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%
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%

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%
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%
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%
	<b>Grand Total</b>	<b>3065.55</b>	<b>2834.80</b>	<b>230.75</b>	<b>7.53%</b>

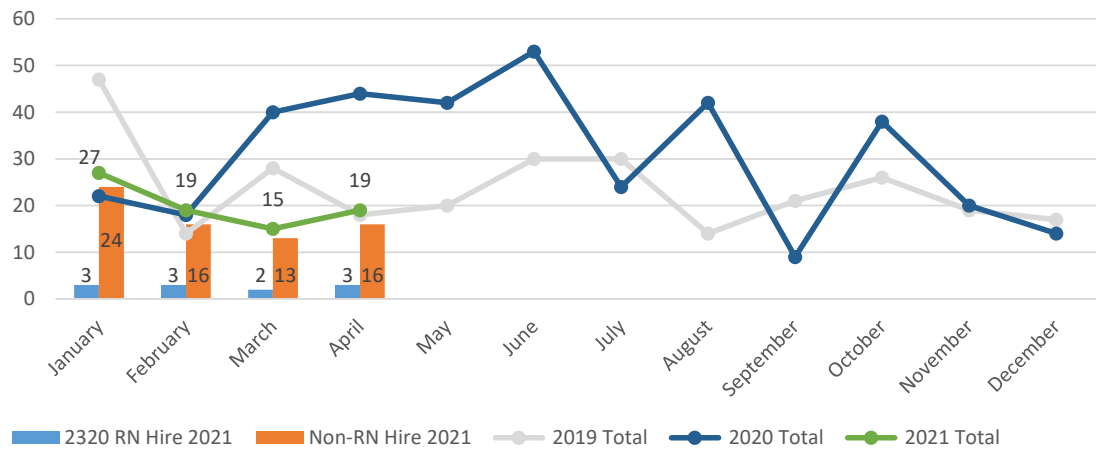
Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
2540	Audiologist	100%	0.00	1.00	Pending Requisition Approval
2585	Health Worker I	100%	0.00	3.00	Pending Selection
2620	Food Service Mgr Administrator	100%	0.00	1.00	Pending Requisition Request by Hiring Manager
6130	Safety Analyst	100%	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 Requisition Approval
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 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
2909	Hospital Eligibility Worker Supv	45%	6.00	5.00	Pending Announcement/Exam Administration
2930	Behavioral Health Clinician	41%	8.60	5.90	Pending Announcement/Exam Administration
2105	Patient Services Finance Tech	33%	8.00	4.00	Pending Requisition Approval
2555	Physical Therapist Assistant	33%	2.00	1.00	Pending Selection
2305	Psychiatric Technician	28%	24.20	9.60	Interviews in Progress
2587	Health Worker III	26%	20.00	7.00	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	Pending Announcement/Exam Administration
2822	Health Educator	25%	3.00	1.00	Pending Requisition Request by Hiring Manager
4320	Cashier I	25%	3.00	1.00	Pending Requisition Request by Hiring Manager

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
2593	Health Program Coordinator III	23%	10.00	3.00	Pending Announcement/Exam Administration
2908	Hospital Eligibility Worker	22%	61.00	17.00	Pending Announcement/Exam Administration
0923	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
2542	Speech Pathologist	18%	5.08	1.12	Pending Selection
2312	Licensed Vocational Nurse	18%	36.05	7.90	Pending Announcement/Exam Administration
2119	Health Care Analyst	18%	14.00	3.00	Pending Selection
0931	Manager III	17%	10.00	2.00	Pending Requisition Approval
1632	Senior Account Clerk	17%	5.00	1.00	Interviews in Progress
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
1406	Senior Clerk	16%	30.80	6.00	Pending Requisition Approval/Interviews in Progress
2622	Dietetic Technician	16%	4.20	0.80	Pending Requisition Approval
7334	Stationary Engineer	15%	22.00	4.00	Interviews in Progress
2406	Pharmacy Helper	14%	6.00	1.00	Pending Requisition Request by Hiring Manager
2453	Supervising Pharmacist	14%	6.00	1.00	Interviews in Progress
2586	Health Worker II	14%	56.50	9.00	Interviews in Progress/ Pending Announcement
2314	Public Health Team Leader	13%	20.60	3.20	Interviews in Progress
1636	Health Care Billing Clerk II	13%	20.00	3.00	Pending Requisition Approval
2302	Nursing Assistant	11%	7.00	0.90	Pending Announcement/Exam Administration
2740	Porter Supervisor I	11%	8.00	1.00	Pending Announcement/Exam Administration
2450	Pharmacist	11%	25.50	3.00	Pending Selection
2310	Surgical Procedures Technician	10%	18.90	2.10	Pending Selection
2846	Nutritionist	10%	4.50	0.50	Pending Requisition Request by Hiring Manager

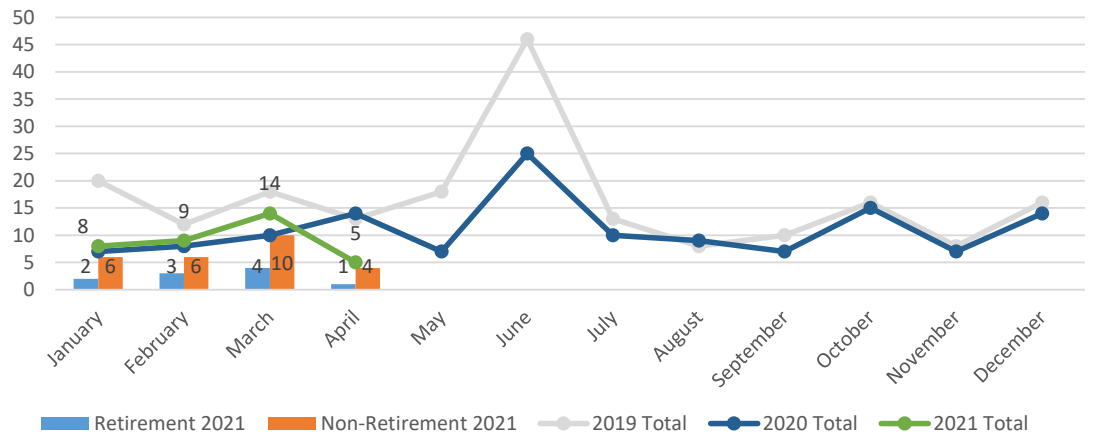
### ZSFG Vacancy Rate Trend



### ZSFG New Hire Trend

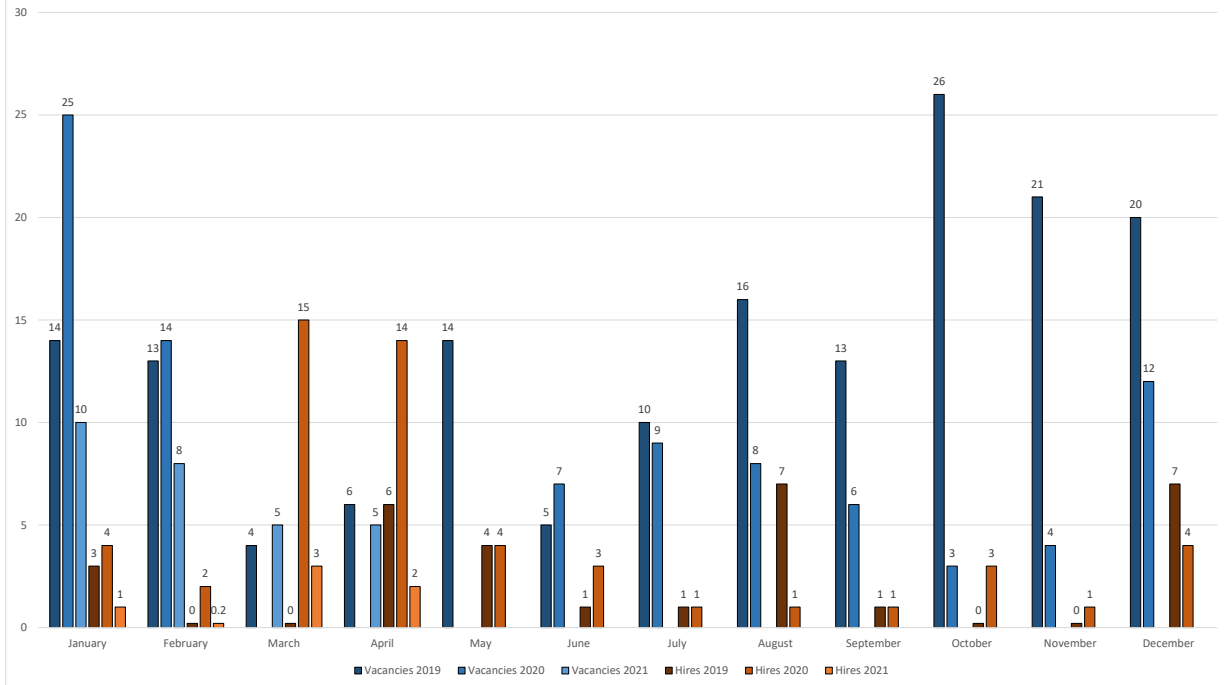


### ZSFG Separation Trend

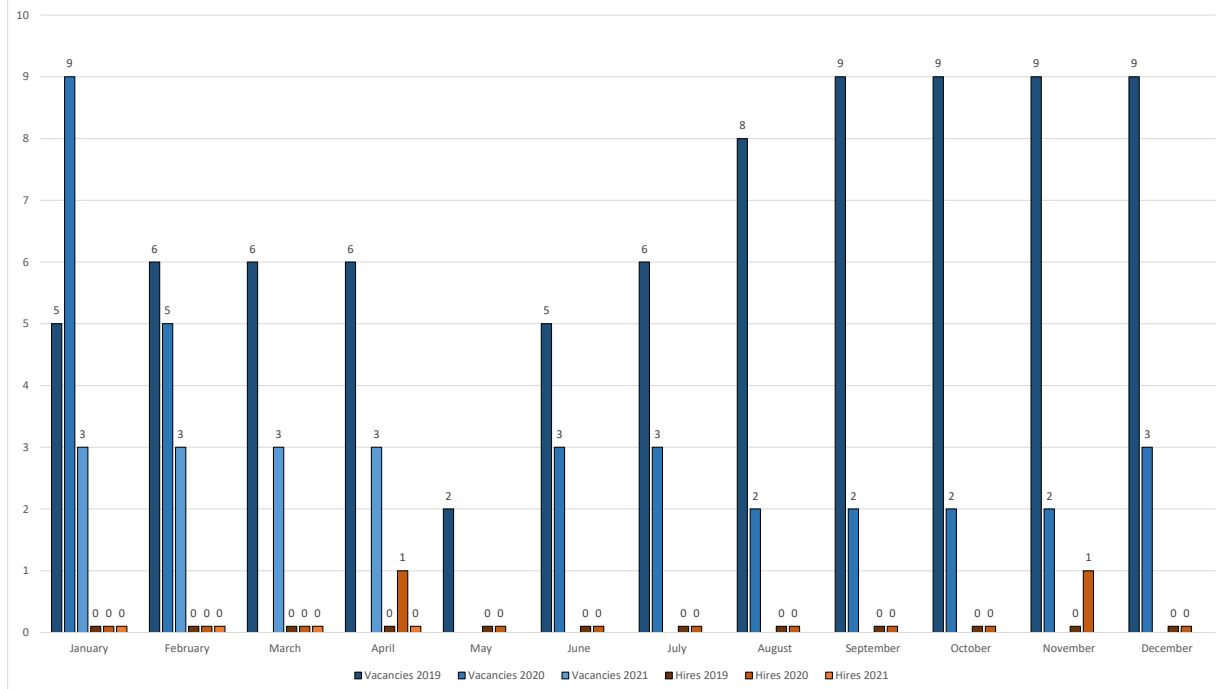


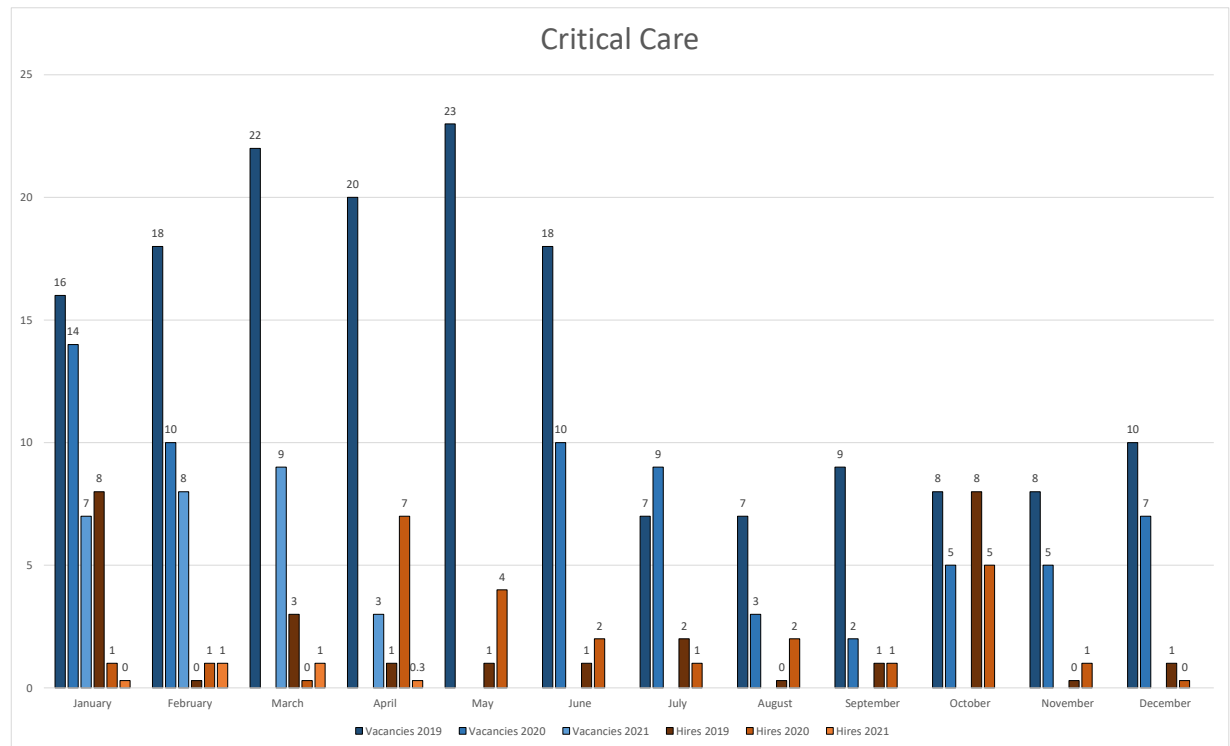
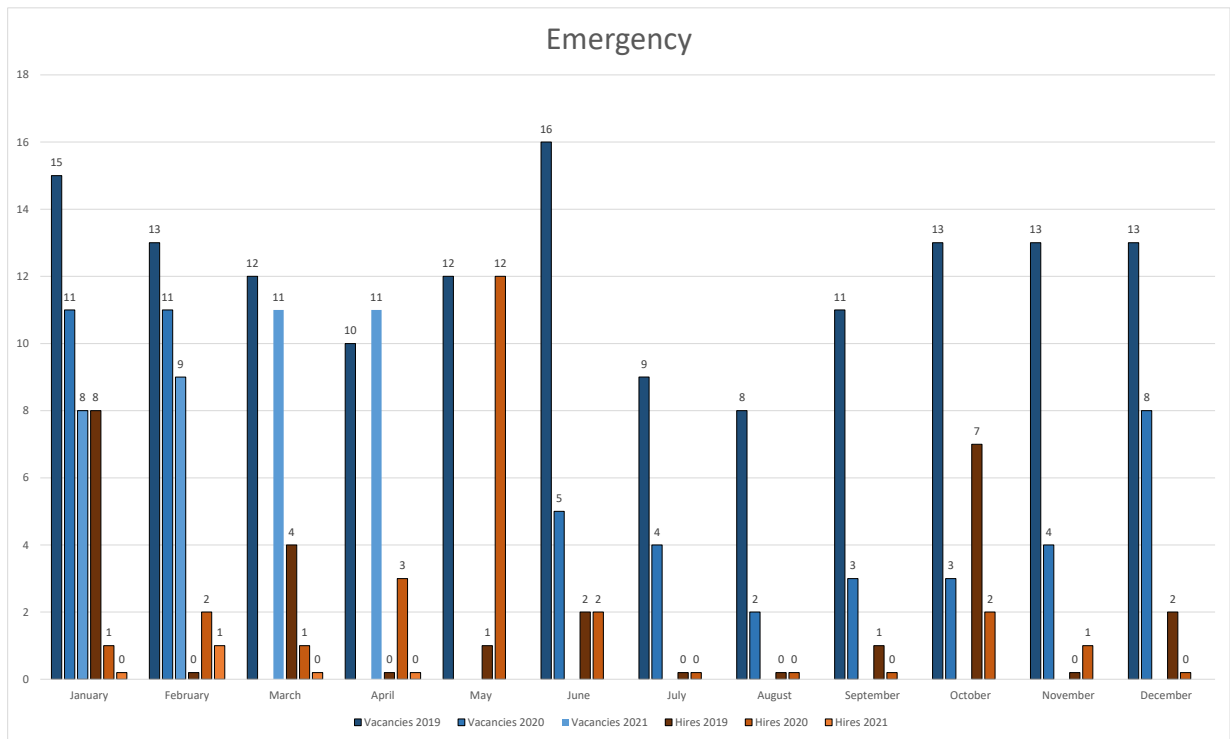


### Medical Surgical



### Surgery OR





\*Vacancies are based on data reported in JCC Summary.

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