

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (August 2021)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status (Vacancy rate over 10%)
 - Graphs: YTD vacancy rate, new hires and separation
-

1) Total hospital vacancies increased to 8.95% as of July 31, 2021, which is up from 8.40% in June 2021. We've hired a total of twenty-five (25) employees between July 1, 2021 and July 31, 2021 in various classifications including RNs and had thirteen (13) separations during the same period of which none were retirements.

2) RN vacancy rate is at 6%* this past month (up from 5% last month).

*Similar recruitment challenges faced in hiring permanent 2320 nurses, including competition from other bay area hospitals, lack of candidates on eligible lists. As of August 1, we transitioned hiring back to Hiring Managers which requires setting up interview panels for selection. Recently there are many articles published about the nationwide shortage of nurses due to demand as well as nurse fatigue and nurses retiring/leaving the industry.

To mitigate these challenges, we are:

- Hiring P103 (as needed) nurses to assist with backfill
- Recruiters are working on sourcing candidates
- Merit (exams unit) is working on refreshing eligible lists on a more regular basis and training new staff to assist with the hiring demands
- Nursing Leadership and HR partnering to set up pre-approved interview panels and questions for faster interview process time

3) HR conducts weekly/monthly vacancy meetings with the hospital executive team, or Program Managers, to review hiring plan. HR Manager meets weekly with CNO to discuss RN Hiring.

4) RN hiring status update:

- Emergency Care Unit-
 - Six total (6) Experienced vacancies to fill (7.86% of RNs in this specialty); interviews targeted week of August 23
- Critical Care Unit –
 - Six (6) Experienced vacancies to fill (4.15% of RNs in this specialty) interviews targeted the week of August 16
- Med-Surgical Unit-
 - Thirteen (13) Total Vacancies (6.75% of RNs within this specialty)
 - One (1) Training Program vacancy, in selection process
 - Twelve (12) Experienced vacancies interviews targeted week of August 23
- OR Unit-
 - Three (3) vacancies to fill (6.42% of RNs within this specialty)
 - Two (2) Training Program vacancies, pending eligible list
 - One (1) Experienced vacancy

5) RN Training Update:

Training for ED and ICU is planned for November

Med Surg training class starts September 20 with six (6) reassignment nurses.

ED training class started August 7 with eight (8) employees.

Neonatal training class started August 7 with one (1) employee.

ZSFG HUMAN RESOURCE SERVICES REPORT
Submitted to the Joint Conference Committee (August 2021)

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

- 1942 Assistant Materials Coordinator
- 1932 Assistant Storekeeper
- 2430 Medical Evaluations Assistant for ED
- 2328 Nurse Practitioner for CASARC
- 1654 Accountant II

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1052	IS Business Analyst	1.00	0.00	1.00	100%
2540	Audiologist	1.00	0.00	1.00	100%
2620	Food Service Mgr Administrator	1.00	0.00	1.00	100%
5177	Safety Officer	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%
941	Manager VI	4.00	2.00	2.00	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%
2520	Morgue Attendant	1.00	0.50	0.50	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%
2105	Patient Services Finance Tech	12.00	7.00	5.00	42%
2930	Behavioral Health Clinician	14.50	8.60	5.90	41%
1654	Accountant III	5.00	3.00	2.00	40%
2555	Physical Therapist Assistant	3.00	2.00	1.00	33%
2585	Health Worker I	3.00	2.00	1.00	33%
2591	Health Program Coordinator II	3.00	2.00	1.00	33%
2740	Porter Supervisor I	9.00	6.00	3.00	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%
7334	Stationary Engineer	26.00	19.00	7.00	27%
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%
1406	Senior Clerk	36.80	28.55	8.25	22%
2119	Health Care Analyst	18.00	14.00	4.00	22%
2325	Nurse Midwife	3.44	2.71	0.73	21%
2314	Public Health Team Leader	23.80	18.80	5.00	21%
2908	Hospital Eligibility Worker	77.00	61.00	16.00	21%
2450	Pharmacist	29.50	23.50	6.00	20%
922	Manager I	5.00	4.00	1.00	20%
2654	Cook	10.00	8.00	2.00	20%
2586	Health Worker II	66.50	53.50	13.00	20%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
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%
1636	Health Care Billing Clerk II	23.00	19.00	4.00	17%
931	Manager III	12.00	10.00	2.00	17%
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%
2593	Health Program Coordinator III	13.00	11.00	2.00	15%
2310	Surgical Procedures Technician	21.00	17.90	3.10	15%
2406	Pharmacy Helper	7.00	6.00	1.00	14%
2305	Psychiatric Technician	33.80	29.20	4.60	14%
2302	Nursing Assistant	7.90	7.00	0.90	11%
2846	Nutritionist	5.00	4.50	0.50	10%
2322	Nurse Manager	40.01	36.01	4.00	10%
2409	Pharmacy Technician	55.50	49.98	5.53	10%
2324	Nursing Supervisor	11.00	10.00	1.00	9%
1429	Nurses Staffing Assistant	12.00	11.00	1.00	8%
2323	Clinical Nurse Specialist	12.00	11.00	1.00	8%
2618	Food Service Supervisor	6.50	6.01	0.49	8%
2430	Medical Evaluations Assistant	172.56	159.56	13.00	8%
2920	Medical Social Worker	39.75	36.85	2.90	7%
2903	Eligibility Worker	116.40	108.10	8.30	7%
2556	Physical Therapist	24.40	22.80	1.60	7%
2604	Food Service Worker	52.10	49.00	3.10	6%
2424	X-Ray Laboratory Aide	34.50	32.50	2.00	6%
2320	Registered Nurse	976.56	920.26	56.30	6%
2328	Nurse Practitioner	92.11	86.94	5.17	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	175.90	5.90	3%
2454	Clinical Pharmacist	35.50	34.50	1.00	3%
2471	Radiologic Technologist I, II, III	73.90	72.35	1.55	2%
2736	Porter	187.00	183.56	3.44	2%
2330	Anesthetist	13.40	13.30	0.10	1%
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%
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	2.00	2.00	0.00	0%
1431	Senior Unit Clerk	1.00	1.00	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%
1657	Senior Systems Accountant	4.00	4.00	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	2.00	2.00	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	3.00	3.00	0.00	0%
2202	Dental Aide	2.00	2.00	0.00	0%
2326	<i>Nursing Supervisor - Psych</i>	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%
2522	Senior Morgue Attendant	1.00	1.00	0.00	0%
2548	Occupational Therapist	17.59	17.59	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
2558	Senior Physical Therapist	2.00	2.00	0.00	0%
2589	Health Program Coordinator I	2.00	2.00	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%
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%
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	3074.35	2799.27	275.08	8.95%

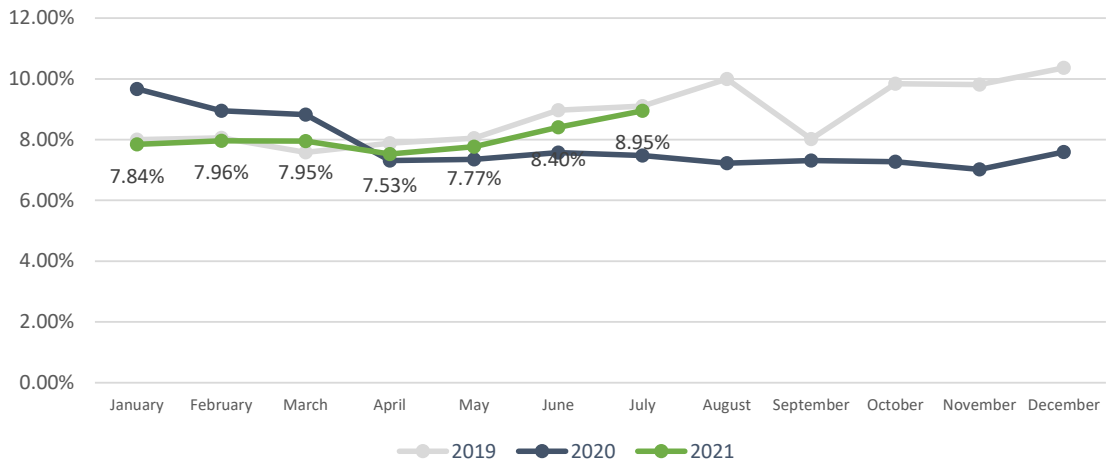
Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
6130	Safety Analyst	100%	0.00	1.00	Pending Announcement/Exam Administration
1052	IS Business Analyst	100%	0.00	1.00	Pending Requisition Approval
2540	Audiologist	100%	0.00	1.00	Pending Announcement/Exam Administration
2620	Food Service Mgr Administrator	100%	0.00	1.00	Pending Requisition Approval
5177	Safety Officer	100%	0.00	1.00	Pending Requisition approval
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 Request by Hiring Manager
2114	Medical Records Tech-Supv	50%	1.00	1.00	Pending Requisition Request by Hiring Manager
0932	Manager IV	50%	1.00	1.00	Interview in Progress
0941	Manager VI	50%	2.00	2.00	Pending Requisition Request by Hiring Manager
1404	Clerk	50%	2.00	2.00	Interview in Progress
1823	Senior Administrative Analyst	50%	1.00	1.00	Pending Requisition Request by Hiring Manager
2520	Morgue Attendant	50%	0.50	0.50	Pending Requisition Request by Hiring Manager
2822	Health Educator	50%	2.00	2.00	Pending Requisition Request by Hiring Manager
2909	Hospital Eligibility Worker Supv	50%	6.00	6.00	Interview in Progress

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
7205	Chief Stationary Engineer	50%	1.00	1.00	Pending Requisition Approval
2105	Patient Services Finance Tech	42%	7.00	5.00	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 Requisition Approval
2555	Physical Therapist Assistant	33%	2.00	1.00	Pending Selection
2585	Health Worker I	33%	2.00	1.00	Pending Selection
2591	Health Program Coordinator II	33%	2.00	1.00	Pending Requisition Request by Hiring Manager
2740	Porter Supervisor I	33%	6.00	3.00	Pending Announcement/Exam Administration
2770	Senior Laundry Worker	33%	2.00	1.00	Pending Announcement/Exam Administration
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
7334	Stationary Engineer	27%	19.00	7.00	Pending Requisition Approval
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
1406	Senior Clerk	22%	28.55	8.25	Pending Requisition approval/ Interview in Progress

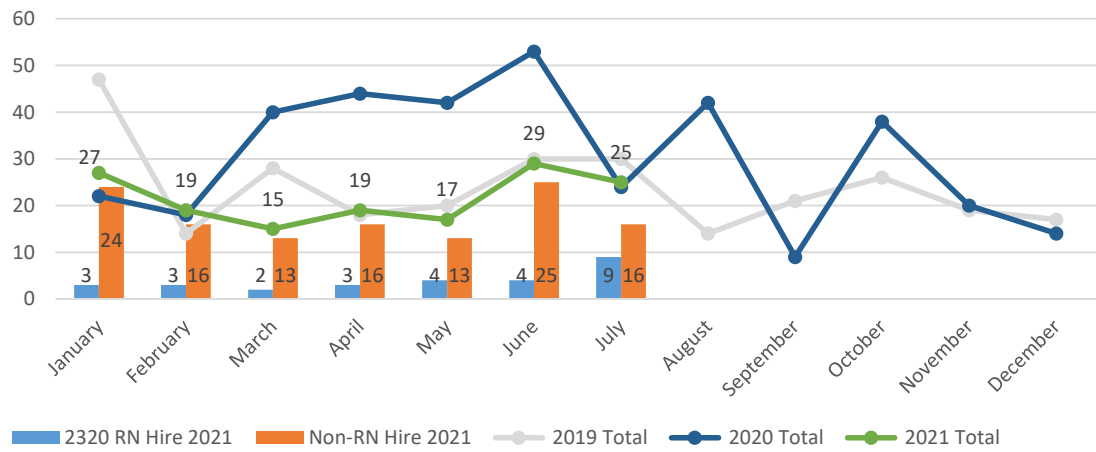
Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
2119	Health Care Analyst	22%	14.00	4.00	Pending Announcement/Exam Administration
2325	Nurse Midwife	21%	2.71	0.73	Pending Selection
2314	Public Health Team Leader	21%	18.80	5.00	Pending Selection
2908	Hospital Eligibility Worker	21%	61.00	16.00	Interview in Progress
2450	Pharmacist	20%	23.50	6.00	Pending Selection
0922	Manager I	20%	4.00	1.00	Pending Requisition Approval
2654	Cook	20%	8.00	2.00	Pending Announcement/Exam Administration
2586	Health Worker II	20%	53.50	13.00	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
1636	Health Care Billing Clerk II	17%	19.00	4.00	Pending Announcement/Exam Administration
1632	Senior Account Clerk	17%	5.00	1.00	Pending Selection
1652	Senior Accountant	17%	5.00	1.00	Pending Requisition Request by Hiring Manager
1663	Patient Accounts Supervisor	17%	5.00	1.00	Pending Selection
0931	Manager III	17%	10.00	2.00	Interview in Progress
2496	Radiologic Technologist Supv	17%	5.00	1.00	Pending Announcement/Exam Administration

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
2622	Dietetic Technician	16%	4.20	0.80	Pending Announcement/Exam Administration
2593	Health Program Coordinator III	15%	11.00	2.00	Pending Announcement/Exam Administration
2310	Surgical Procedures Technician	15%	17.90	3.10	Pending Requisition Request by Hiring Manager
2406	Pharmacy Helper	14%	6.00	1.00	Pending Requisition Request by Hiring Manager
2305	Psychiatric Technician	14%	29.20	4.60	Pending Announcement/Exam Administration
2302	Nursing Assistant	11%	7.00	0.90	Pending Announcement/Exam Administration
2846	Nutritionist	10%	4.50	0.50	Pending Requisition Request by Hiring Manager
2322	Nurse Manager	10%	36.01	4.00	Pending Announcement/Exam Administration
2409	Pharmacy Technician	10%	49.98	5.53	Pending Selection

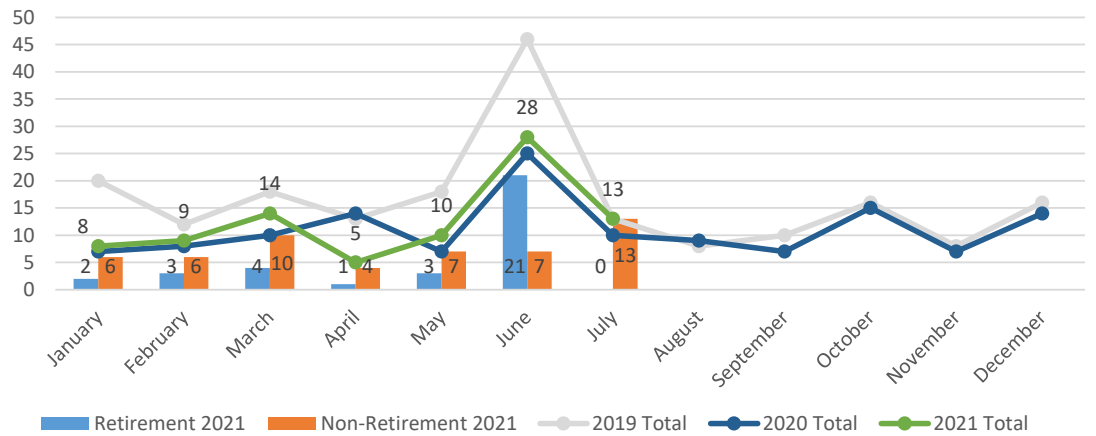
ZSFG Vacancy Rate Trend



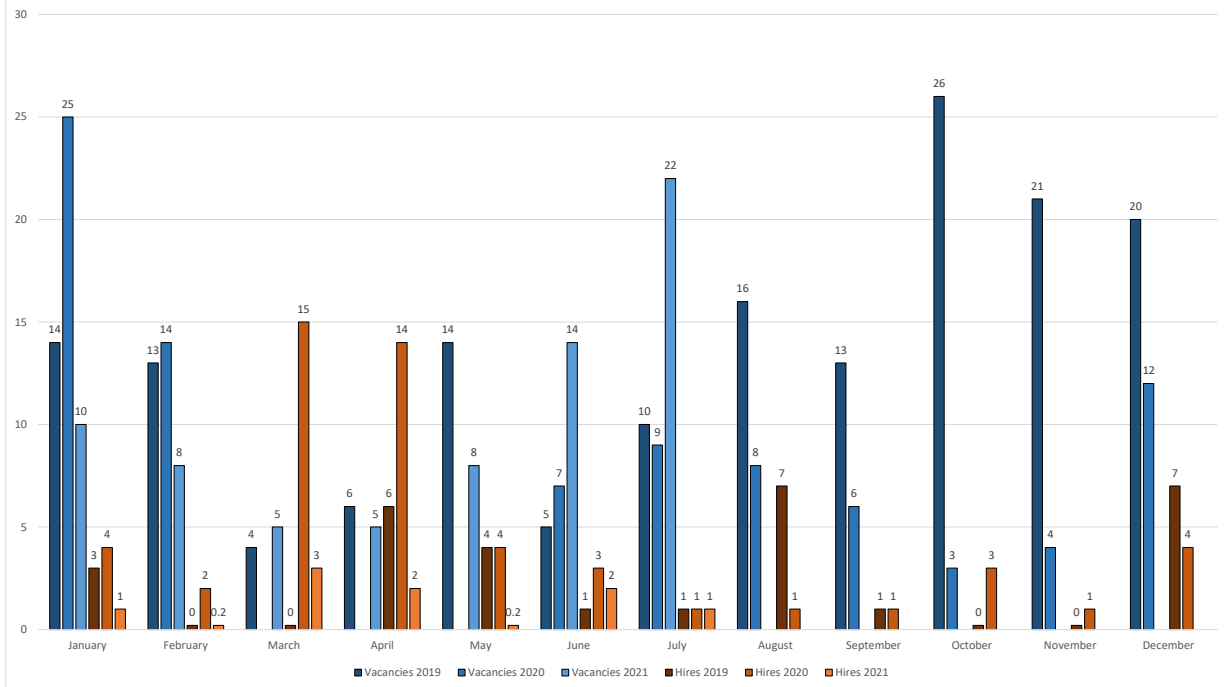
ZSFG New Hire Trend



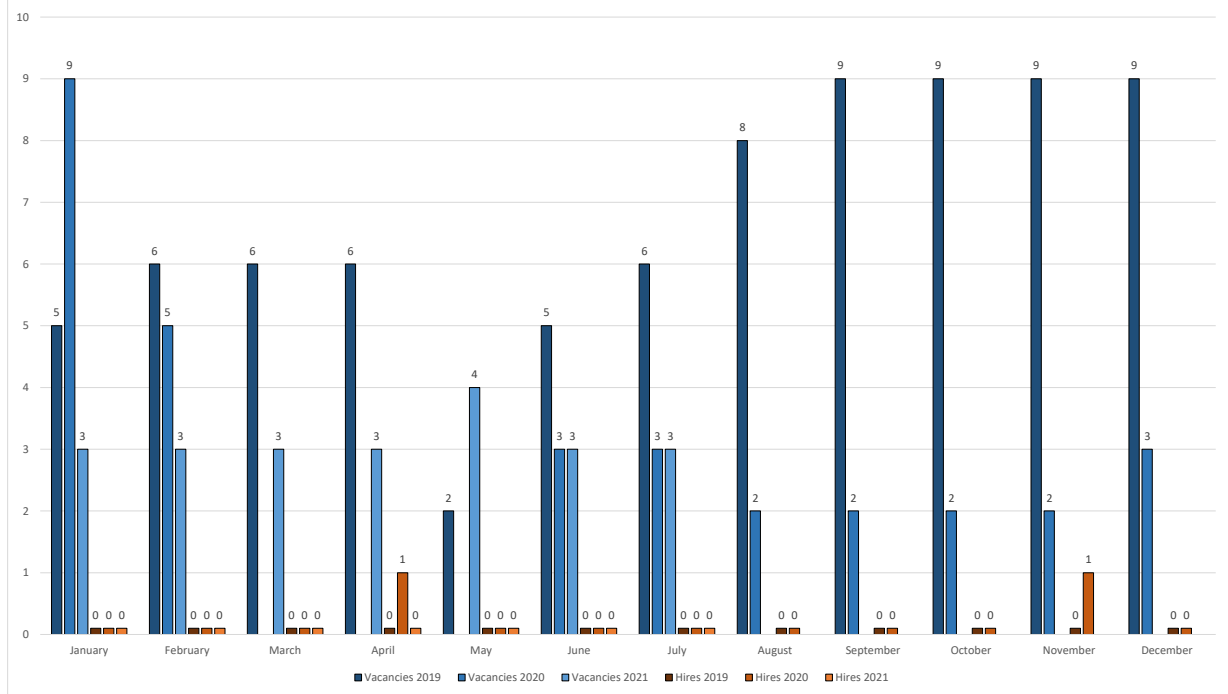
ZSFG Separation Trend

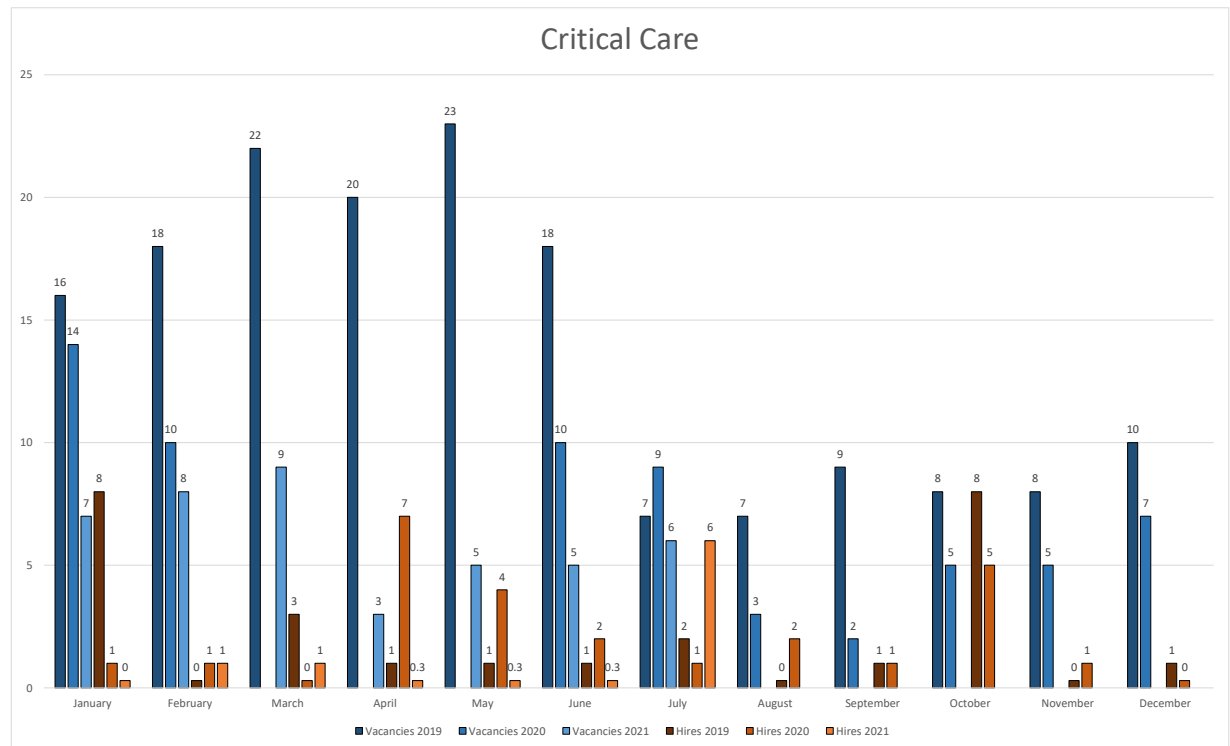
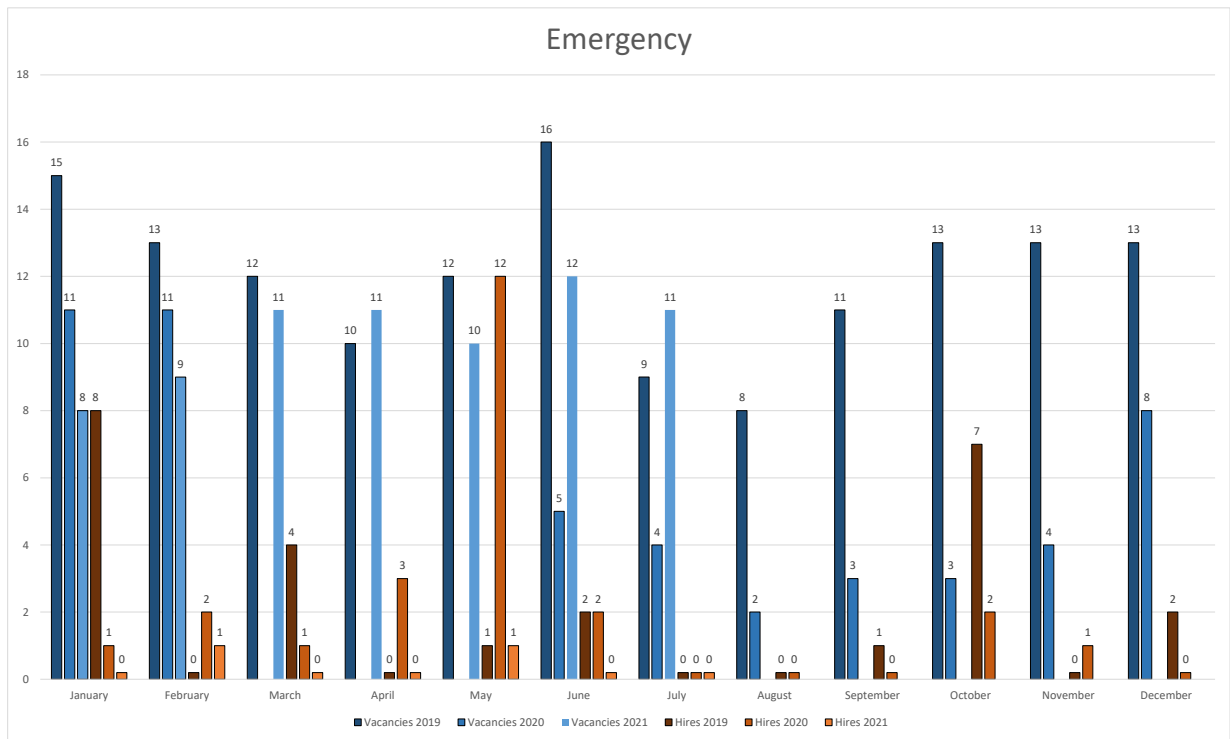


Medical Surgical



Surgery OR





*Vacancies are based on data reported in JCC Summary.

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