

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (September 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 8.52% as of September 2021, which is down from 9.35% in August 2021. We've hired a total of fifteen (15) employees between September 1, 2021 and September 30, 2021 in various classifications including seven (7) RNs and had ten (10) separations during the same period of which two were retirements.
- 2) Human Resources is working with leadership on how to support critical areas with staffing backfills where there are gaps due to the COVID vaccine mandate.
- 3) RN vacancy rate is at **4%** this past month (down from 7% last month).
To mitigate challenges in hiring nurses:
 - Onboarding twenty-seven (27) P103 (as needed) nurses to assist with backfill
 - As announced last month, we have approval due to Mayor Declaration of emergency to hire without eligible lists for RN permanent positions, which speeds up selection process to address staffing gaps
 - We are cross training and finalizing the DPH RN hiring team which includes HR staff for position approval, exams, recruiter, operations analysts, a nurse, and onboarding clerks.
 - On October 2 & 3, HR hosted a RN Expedited Onboarding event at ZSFG. We had forty-four (44) candidates including forty-one (41) nurses attend. **Twenty-five (25) nurses** were cleared for start work date of October 16, 2021.
 - Due to the onboarding event success, HR will host upcoming onboarding events to expedite hiring process during this emergency order.
- 4) HR conducts weekly/monthly vacancy meetings with the hospital executive team, or Program Managers, to review hiring plan.
- 5) **RN hiring status update:**
 - Emergency Care Unit-
 - Thirteen (13) Total Vacancies (8.88% of RNs in this specialty)
 - Nine (9) Experienced vacancies to fill, manager selections in progress
 - Four (4) Training vacancies to fill; manager selections in progress
 - Critical Care Unit –
 - Five (5) total vacancies (4.11% of RNs in this specialty)
 - One (1) Experienced vacancy to fill awaiting new applications for review
 - Four (4) Training vacancies to fill, selections to be made by end of month
 - Med-Surgical Unit-
 - Five (5) Experienced vacancies (1.39% of RNs within this specialty); manager selections in progress
 - OR Unit-
 - Two (2) Training vacancies to fill (8.72% of RNs within this specialty), manager selections in progress
- 6) **RN Training Update:**
 - Training for ICU is planned for January
 - Training for ED and OR unit is targeted for December

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7) Highlights of ZSFG non-RN hiring:

- One (1) 2530 Morgue Attendant
- One (1) 0923 Health Information System Manager
- One (1) 0931 Radiology Business Manager
- Five (5) 2430 MEAs in Primary Care
- One (1) 0941 Pharmacy Director
- Eight (8) 2909 Hospital Eligibility Supervisor

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1052	IS Business Analyst	1.00	0.00	1.00	100%
1630	Account Clerk	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%
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	3.00	1.00	2.00	67%
932	Manager IV	2.00	1.00	1.00	50%
941	Manager VI	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%
2436	Electroencephalograph Tech I	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%
7205	Chief Stationary Engineer	2.00	1.00	1.00	50%
2305	Psychiatric Technician	53.80	29.20	24.60	46%
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%
7334	Stationary Engineer	26.00	17.00	9.00	35%
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%
1404	Clerk	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%
2586	Health Worker II	69.00	52.00	17.00	25%
2119	Health Care Analyst	18.00	14.00	4.00	22%
2908	Hospital Eligibility Worker	77.00	60.00	17.00	22%
1406	Senior Clerk	35.80	28.55	7.25	20%
922	Manager I	5.00	4.00	1.00	20%
2654	Cook	10.00	8.01	1.99	20%
2473	Diagnostic Medical Sonographer I, II, III	11.00	9.00	2.00	18%
2450	Pharmacist	28.50	23.50	5.00	18%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1636	Health Care Billing Clerk II	23.00	19.00	4.00	17%
2314	Public Health Team Leader	23.80	19.80	4.00	17%
923	Manager II	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%
2322	Nurse Manager	40.01	36.00	4.01	10%
2846	Nutritionist	5.00	4.50	0.50	10%
931	Manager III	11.00	10.00	1.00	9%
2323	Clinical Nurse Specialist	11.00	10.00	1.00	9%
2324	Nursing Supervisor	11.00	10.00	1.00	9%
2312	Licensed Vocational Nurse	43.95	40.30	3.65	8%
2618	Food Service Supervisor	6.50	6.00	0.50	8%
2604	Food Service Worker	52.10	48.50	3.60	7%
2430	Medical Evaluations Assistant	173.56	162.76	10.80	6%
1932	Assistant Storekeeper	17.00	16.00	1.00	6%
2328	<i>Nurse Practitioner</i>	93.11	87.71	5.40	6%
2424	X-Ray Laboratory Aide	34.50	32.50	2.00	6%
2548	Occupational Therapist	17.59	16.59	1.00	6%
2920	Medical Social Worker	39.70	37.70	2.00	5%
1708	Senior Telephone Operator	11.00	10.48	0.53	5%
2903	Eligibility Worker	115.40	110.10	5.30	5%
1429	Nurses Staffing Assistant	12.00	11.50	0.50	4%
2320	Registered Nurse	978.66	936.36	42.30	4%
2471	Radiologic Technologist I, II, III	73.90	71.35	2.55	3%
2556	Physical Therapist	24.40	23.60	0.80	3%
2454	Clinical Pharmacist	35.50	34.50	1.00	3%
2303	Patient Care Assistant	181.80	176.70	5.10	3%
2409	Pharmacy Technician	55.50	53.98	1.53	3%
1428	Unit Clerk	48.30	47.30	1.00	2%
2736	Porter	187.00	183.56	3.44	2%
2325	Nurse Midwife	3.44	3.41	0.03	1%
2330	Anesthetist	13.40	13.30	0.10	1%
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%

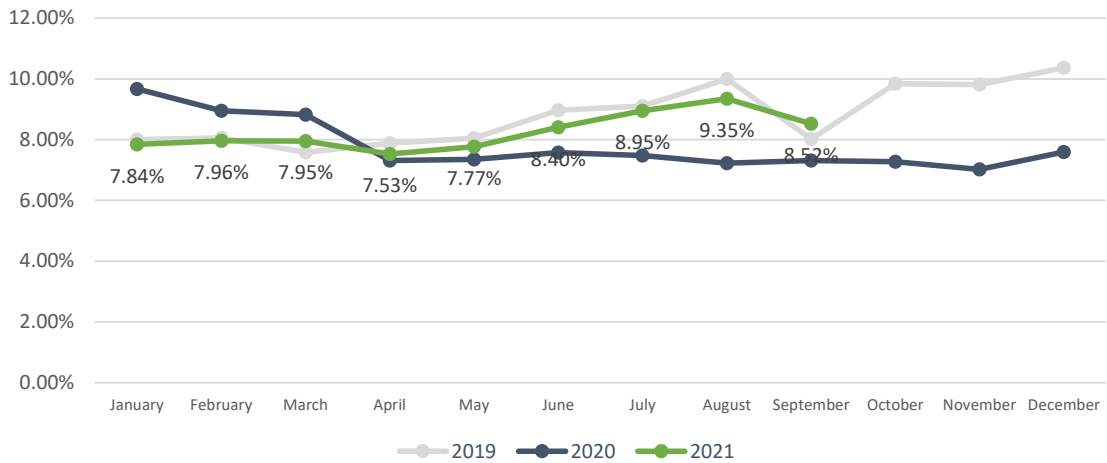
Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1165	Manager, DPH	1.00	1.00	0.00	0%
1166	Administrator, DPH	1.00	1.00	0.00	0%
1408	Principal Clerk	2.00	2.00	0.00	0%
1410	Chief Clerk	3.00	3.00	0.00	0%
1632	Senior Account Clerk	6.00	6.00	0.00	0%
1634	Principal Account Clerk	1.00	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%
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%
2302	Nursing Assistant	8.00	8.00	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%
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%
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%
2555	Physical Therapist Assistant	2.00	2.00	0.00	0%
2558	Senior Physical Therapist	2.00	2.00	0.00	0%
2589	Health Program Coordinator I	2.00	2.00	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%
2909	Hospital Eligibility Worker Supv	12.00	12.00	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	3096.00	2832.23	263.77	8.52%
<i>Note: 27.5 FTE for the BERT project has been added in this JCC report.</i>					

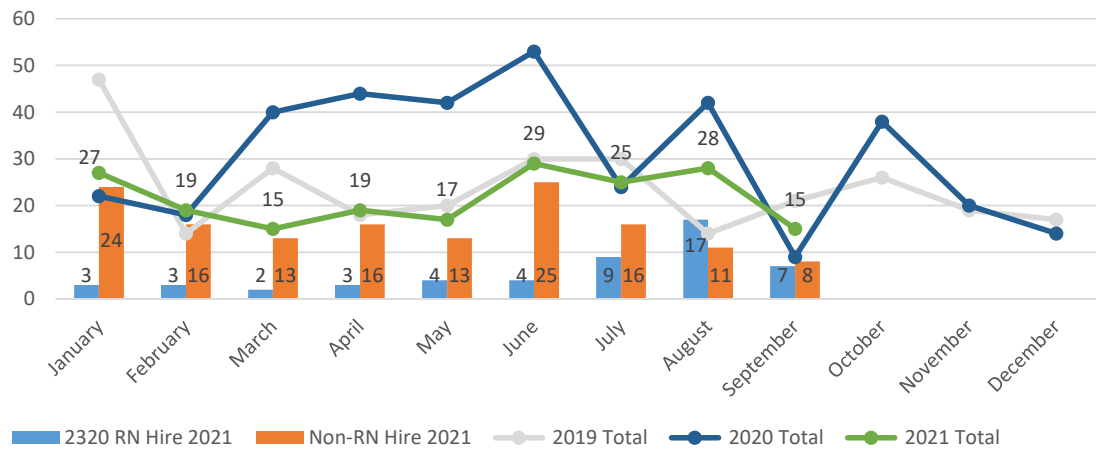
Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
1052	IS Business Analyst	100%	0.00	1.00	Pending Announcement/Exam Administration
1630	Account Clerk	100%	0.00	1.00	Pending Requisition Request by Hiring Manager
2540	Audiologist	100%	0.00	1.00	Pending Announcement/Exam Administration
2585	Health Worker I	100%	0.00	3.00	Pending Requisition Request by Hiring Manager/Pending Selection
2620	Food Service Mgr Administrator	100%	0.00	1.00	Interviews in progress
5177	Safety Officer	100%	0.00	1.00	Pending Announcement/Exam Administration
6130	Safety Analyst	100%	0.00	1.00	(TX to 6138) 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	67%	1.00	2.00	Pending Requisition Request by Hiring Manager
0932	Manager IV	50%	1.00	1.00	Pending Announcement/Exam Administration
0941	Manager VI	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
2114	Medical Records Tech-Supv	50%	1.00	1.00	Pending Requisition approval
2436	Electroencephalograph Tech I	50%	1.00	1.00	Pending Requisition Approval
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
7205	Chief Stationary Engineer	50%	1.00	1.00	Pending Requisition Approval
2305	Psychiatric Technician	46%	29.20	24.60	Pending Announcement/Exam Administration
2105	Patient Services Finance Tech	42%	7.00	5.00	Pending Requisition Approval
2930	Behavioral Health Clinician	41%	8.60	5.90	Interview in Progress
1654	Accountant III	40%	3.00	2.00	Pending Requisition Approval
7334	Stationary Engineer	35%	17.00	9.00	Pending Announcement/Exam Administration

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
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 Requisition approval
2587	Health Worker III	30%	19.00	8.00	Interview in Progress
2453	Supervising Pharmacist	29%	5.00	2.00	Pending Requisition Approval
1404	Clerk	25%	3.00	1.00	Interview in Progress
1635	Health Care Billing Clerk I	25%	3.00	1.00	Pending Requisition Approval
2112	Medical Records Technician	25%	3.00	1.00	Pending Requisition Approval
4320	Cashier I	25%	3.00	1.00	Pending Requisition Request by Hiring Manager
2586	Health Worker II	25%	52.00	17.00	Interviews in progress
2119	Health Care Analyst	22%	14.00	4.00	Pending Announcement/Exam Administration
2908	Hospital Eligibility Worker	22%	60.00	17.00	Interview in Progress
1406	Senior Clerk	20%	28.55	7.25	Pending Requisition Request by Hiring Manager/Pending Requisition Approval
0922	Manager I	20%	4.00	1.00	Pending Selection
2654	Cook	20%	8.01	1.99	Pending Selection
2473	Diagnostic Medical Sonographer I, II, III	18%	9.00	2.00	Pending Selection
2450	Pharmacist	18%	23.50	5.00	Pending Selection
1636	Health Care Billing Clerk II	17%	19.00	4.00	Interview in Progress
2314	Public Health Team Leader	17%	19.80	4.00	Pending Selection
0923	Manager II	17%	5.00	1.00	Interview 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 Selection
2496	Radiologic Technologist Supv	17%	5.00	1.00	Interviews in progress
2622	Dietetic Technician	16%	4.20	0.80	Pending Selection
2593	Health Program Coordinator III	15%	11.00	2.00	Pending Selection
2310	Surgical Procedures Technician	15%	17.90	3.10	Pending Announcement/Exam Administration
2406	Pharmacy Helper	14%	6.00	1.00	Pending Requisition Request by Hiring Manager
2322	Nurse Manager	10%	36.00	4.01	Pending Requisition Request by Hiring Manager/Pending Announcement/Exam Administration
2846	Nutritionist	10%	4.50	0.50	Pending Requisition Request by Hiring Manager

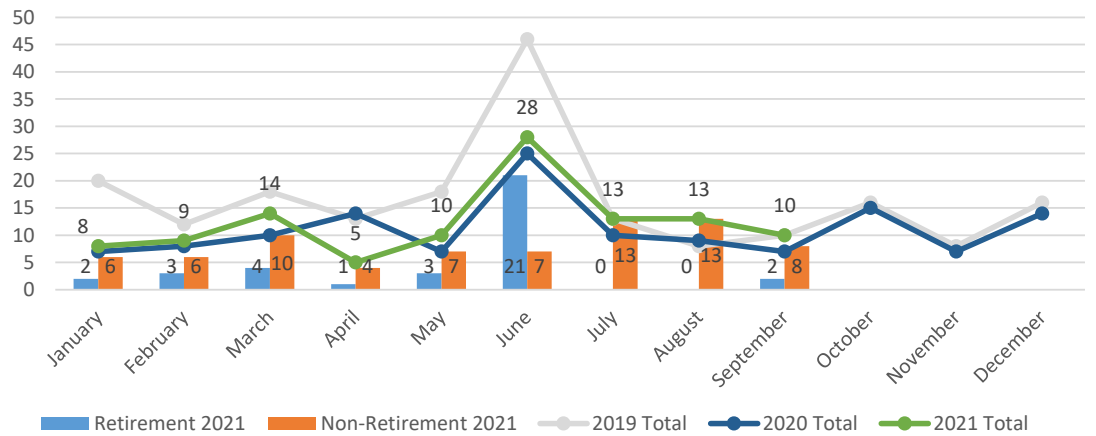
ZSFG Vacancy Rate Trend



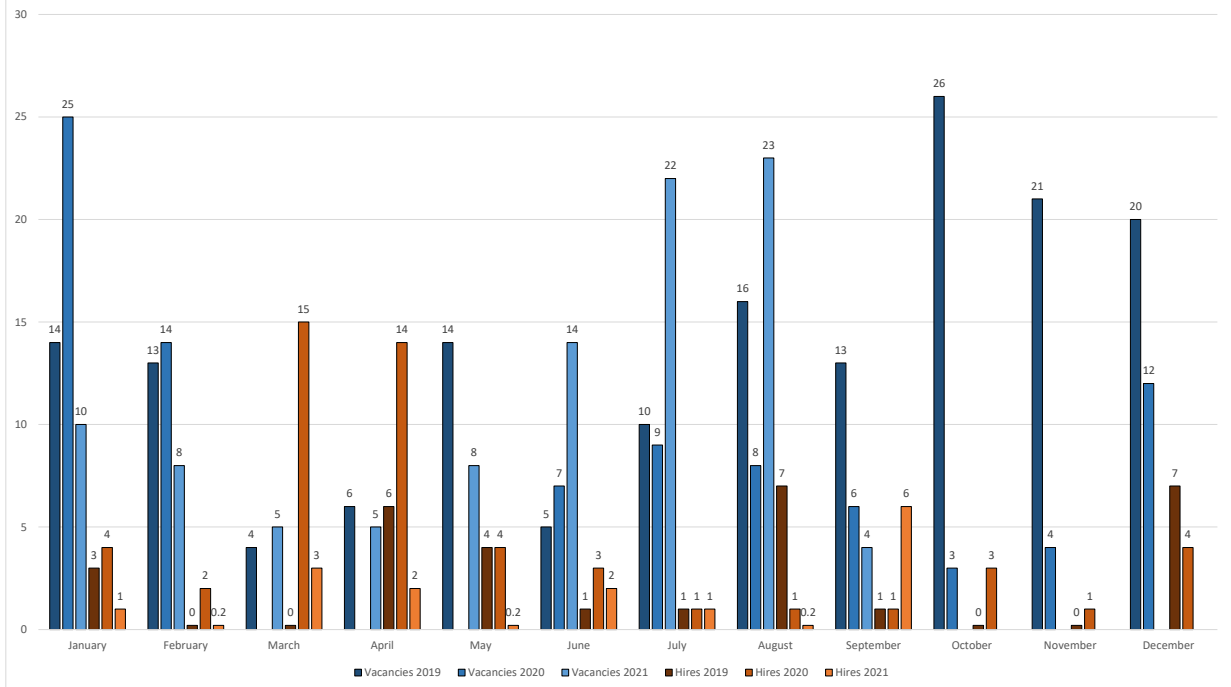
ZSFG New Hire Trend



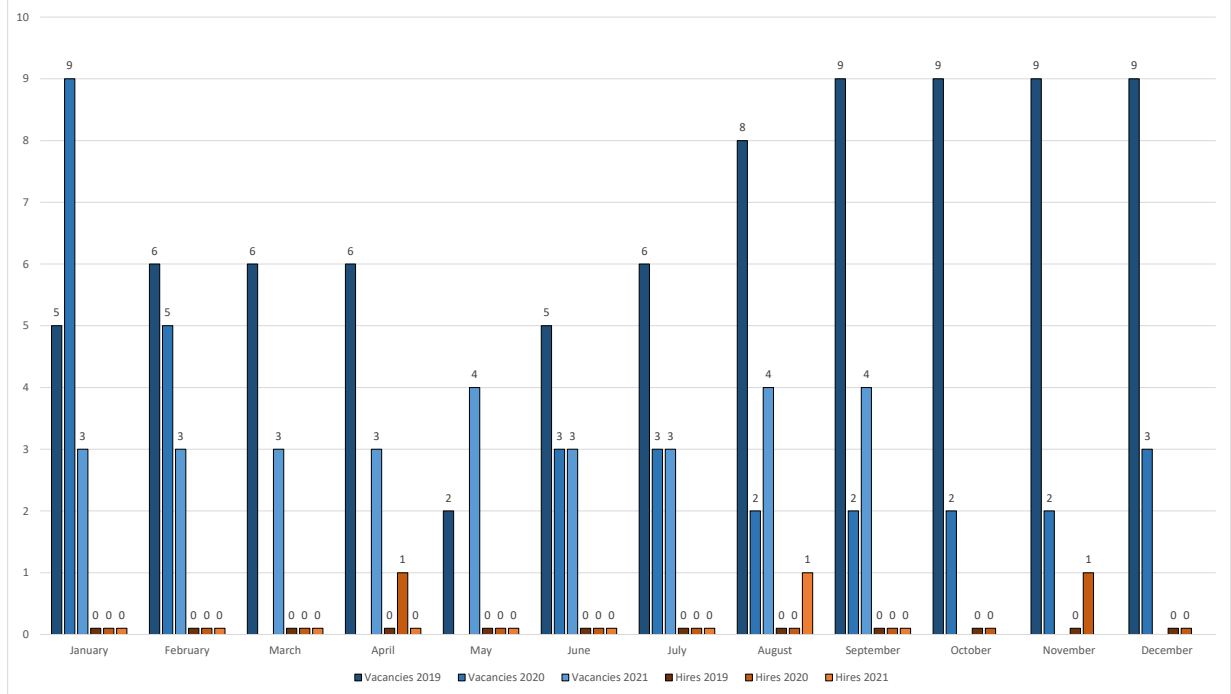
ZSFG Separation Trend

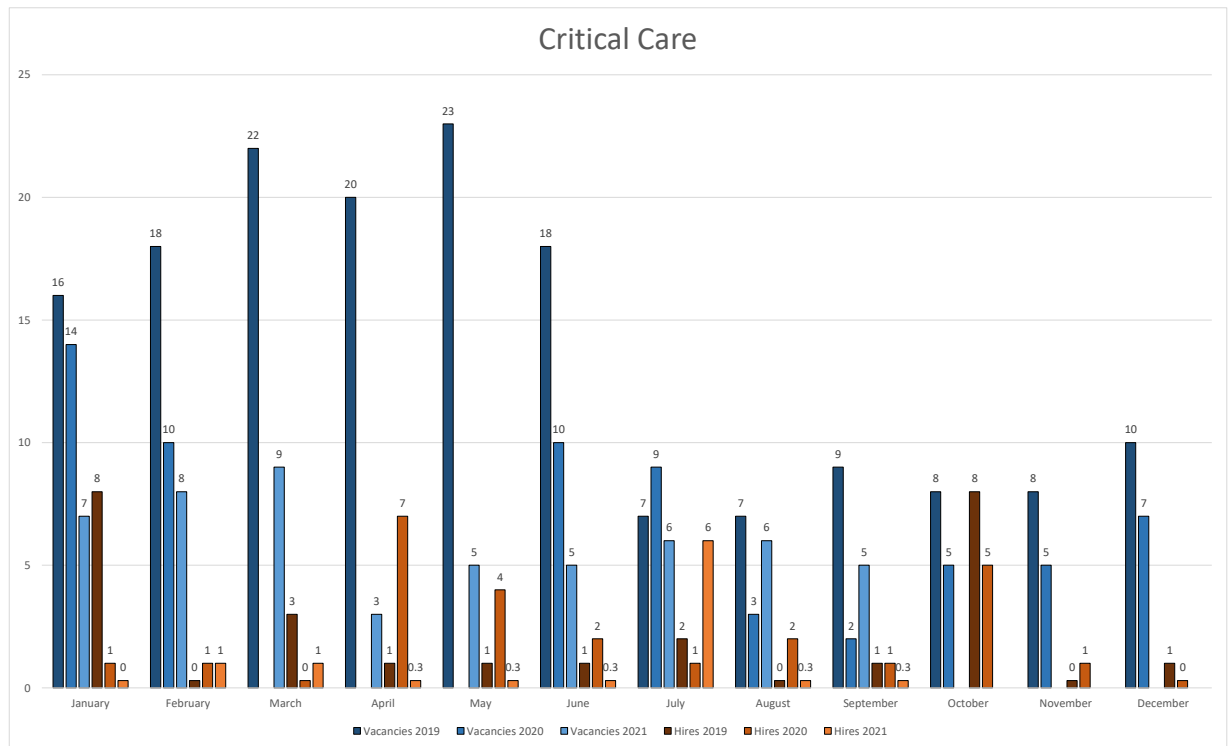
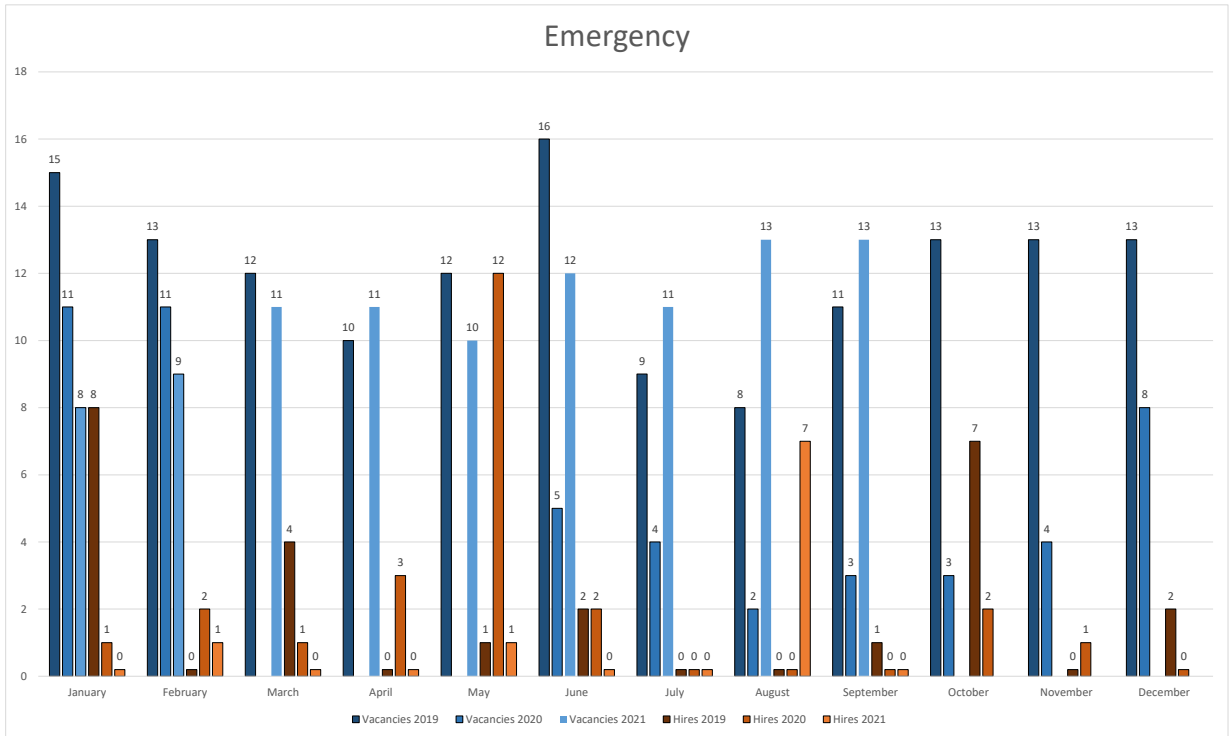


Medical Surgical



Surgery OR





*Vacancies are based on data reported in JCC Summary.

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