

# ZSFG HUMAN RESOURCE SERVICES REPORT

## Submitted to the Joint Conference Committee (March 2022)

### Report Contents:

- Vacancy Report
  - Summary of Hiring Status (Vacancy rate over 10%)
  - Graphs: YTD vacancy rate, new hires, separations, MHSF and BERT hiring
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1) Total hospital vacancies increased to 9.9% as of February 2022, which is up from 9.2% in January 2022. We've hired a total of twenty-nine (29) employees between February 1 and February 28, 2022, in various classifications including RNs and had fourteen (14) separations during the same period of which two (2) were retirements. We have ongoing challenge in filling ED RN experienced vacancies. We currently have no new interested candidates for benefitted 2320 positions for the ED unit with no day options for schedules. Our RN recruiter is working to find more candidates. The unit selected eight for its training program to start next month but unable to conduct another class until next Fall. Uptick in nurse vacancy rate also due to ongoing nurse shortages.

The booster mandate may impact vacancies in the next few months as employees become booster eligible, and non compliant.

2) RN vacancy rate increased to 6% this past month.

To mitigate challenges in hiring nurses:

- Twenty- three (23) P103s were hired last month to fill gaps in vacancies
- Continuing to direct hire using the Mayor Declaration of emergency for RN permanent positions, which speeds up selection process
- Update on the P103 survey: from the overall 84 that responded with initial interest to a 2320 position, 27 submitted an application & HR is vetting those candidates. For those that didn't respond yet, HR is contacting each of them to encourage application submission.

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

4) RN bargaining began on March 3, 2022, thru June 30, 2022. HR participants include Luenna Kim, Karen Hill and Labor Analyst Rich David. When possible, I will share updates at future JCC sessions.

5) **RN hiring status update:**

- Emergency Care Unit-
  - Nineteen (19) Experienced vacancies (13.14% of RNs in this specialty); no new candidate applications to review
- Critical Care Unit –
  - Two (2) Experienced vacancies (2.03% of RNs in this specialty) with seven (7) selections made this past month with start work dates in March and April
- Med-Surgical Unit-
  - Nine (9) Experienced vacancies (3.38% of RNs within this specialty); manager selections in progress
- OR Unit-
  - Two (2) Experienced vacancies (8.72% of RNs within this specialty), manager selections in progress
  - Two (2) Training vacancies to fill, manager selections in progress

6) **RN Training Update:**

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- Next training classes for ED is scheduled for April 18, with a cohort of eight (8), ICU is targeted for June 13, 2022

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

- One (1) 1632 Sr. Account Clerk
- Two (2) 2920 Medical Social Workers
- One (1) 2328 Nurse Practitioner- Children's Health Center

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
932	Manager IV	1.00	0.00	1.00	100%
1052	IS Business Analyst	1.00	0.00	1.00	100%
1630	Account Clerk	1.00	0.00	1.00	100%
1840	Junior Management Assistant	1.00	0.00	1.00	100%
2540	Audiologist	1.00	0.00	1.00	100%
2585	Health Worker I	4.00	0.00	4.00	100%
2620	Food Service Mgr Administrator	1.00	0.00	1.00	100%
5177	Safety Officer	1.00	0.00	1.00	100%
6138	Industrial Hygienist	1.00	0.00	1.00	100%
6139	Sr Industrial Hygienist	1.00	0.00	1.00	100%
7205	Chief Stationary Engineer	2.00	0.00	2.00	100%
7262	Maintenance Planner	1.00	0.00	1.00	100%
1404	Clerk	4.00	1.00	3.00	75%
1635	Health Care Billing Clerk I	6.00	3.00	3.00	50%
1649	Accountant II (Accountant Intern)	2.00	1.00	1.00	50%
1824	Principal Administrative Analyst	4.00	2.00	2.00	50%
2520	Morgue Attendant	1.00	0.50	0.50	50%
2558	Senior Physical Therapist	2.00	1.00	1.00	50%
2822	Health Educator	4.00	2.00	2.00	50%
5506	Project Manager III	2.00	1.00	1.00	50%
9910	Health Worker II (Interpreter Trainee)	10.00	5.00	5.00	50%
2119	Health Care Analyst	18.00	10.00	8.00	44%
2473	Diagnostic Medical Sonographer I, II, III	4.79	2.80	1.99	42%
941	Manager VI	5.00	3.00	2.00	40%
1654	Accountant III	5.00	3.00	2.00	40%
2654	Cook	9.99	6.00	3.99	40%
2305	Psychiatric Technician	42.60	26.10	16.50	39%
2593	Health Program Coordinator III	13.00	8.00	5.00	38%
7334	Stationary Engineer	26.00	17.00	9.00	35%
1823	Senior Administrative Analyst	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%
2453	Supervising Pharmacist	7.00	5.00	2.00	29%
1406	Senior Clerk	41.79	30.35	11.44	27%
2314	Public Health Team Leader	23.80	17.80	6.00	25%
2105	Patient Services Finance Tech	8.00	6.00	2.00	25%
2785	Assistant General Services Mgr	4.00	3.00	1.00	25%
4320	Cashier I	4.00	3.00	1.00	25%
2322	Nurse Manager	41.00	32.00	9.00	22%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2587	Health Worker III	27.99	22.00	5.99	21%
1636	Health Care Billing Clerk II	19.00	15.00	4.00	21%
922	Manager I	5.00	4.00	1.00	20%
1093	IT Operations Support Admin III	5.00	4.00	1.00	20%
2930	Behavioral Health Clinician	16.50	13.60	2.90	18%
931	Manager III	12.00	10.00	2.00	17%
7335	Sr Stationary Engineer	6.00	5.00	1.00	17%
2908	Hospital Eligibility Worker	73.60	61.60	12.00	16%
2586	Health Worker II	56.00	47.00	9.00	16%
2310	Surgical Procedures Technician	21.00	17.90	3.10	15%
2406	Pharmacy Helper	7.00	6.00	1.00	14%
2450	Pharmacist	28.50	24.50	4.00	14%
2903	Eligibility Worker	123.80	109.00	14.80	12%
2622	Dietetic Technician	5.20	4.60	0.60	12%
2548	Occupational Therapist	17.59	15.59	2.00	11%
2323	Clinical Nurse Specialist	9.00	8.00	1.00	11%
2471	Radiologic Technologist I, II, III	16.90	15.20	1.70	10%
2846	Nutritionist	5.00	4.50	0.50	10%
2328	Nurse Practitioner	85.01	77.81	7.20	8%
2909	Hospital Eligibility Worker Supv	12.00	11.00	1.00	8%
2430	Medical Evaluations Assistant	169.56	156.08	13.48	8%
1637	Patient Accounts Clerk	26.00	24.00	2.00	8%
2312	Licensed Vocational Nurse	54.15	50.50	3.65	7%
2330	Anesthetist	13.40	12.50	0.90	7%
2556	Physical Therapist	24.40	22.79	1.61	7%
2320	Registered Nurse	978.25	922.65	55.60	6%
2424	X-Ray Laboratory Aide	33.50	31.50	2.00	6%
2604	Food Service Worker	52.10	49.00	3.10	6%
1932	Assistant Storekeeper	17.00	16.00	1.00	6%
2303	Patient Care Assistant	185.79	175.00	10.79	6%
2920	Medical Social Worker	37.70	35.60	2.10	6%
2409	Pharmacy Technician	55.50	52.98	2.53	5%
1429	Nurses Staffing Assistant	12.00	11.50	0.50	4%
2736	Porter	187.00	179.56	7.44	4%
2454	Clinical Pharmacist	35.50	34.50	1.00	3%
1428	Unit Clerk	48.30	47.20	1.10	2%
2468	Diagnostic Imaging Tech II	32.00	31.45	0.55	2%
2325	Nurse Midwife	3.44	3.41	0.03	1%
1708	Senior Telephone Operator	11.00	10.98	0.03	0%
2542	Speech Pathologist	6.20	6.19	0.01	0%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
923	Manager II	6.00	6.00	0.00	0%
942	Manager VII	3.00	3.00	0.00	0%
943	Manager VIII	1.00	1.00	0.00	0%
1165	Manager, DPH	1.00	1.00	0.00	0%
1167	Physician Administrator, Department of Public Health	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%
1632	Senior Account Clerk	6.00	6.00	0.00	0%
1634	Principal Account Clerk	1.00	1.00	0.00	0%
1652	Senior Accountant	3.00	3.00	0.00	0%
1657	Senior Systems Accountant	4.00	4.00	0.00	0%
1662	Patient Accounts Asst Supv	3.00	3.00	0.00	0%
1663	Patient Accounts Supervisor	5.00	5.00	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	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%
2112	Medical Records Technician	4.00	4.00	0.00	0%
2114	Medical Records Tech-Supv	1.00	1.00	0.00	0%
2202	Dental Aide	2.00	2.00	0.00	0%
2218	Physician Assistant	8.10	8.10	0.00	0%
2302	Nursing Assistant	4.00	4.00	0.00	0%
2324	<i>Nursing Supervisor</i>	11.00	11.00	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%
2467	Diagnostic Imaging Tech I	25.00	25.00	0.00	0%
2469	Diagnostic Imaging Tech III	3.80	3.80	0.00	0%

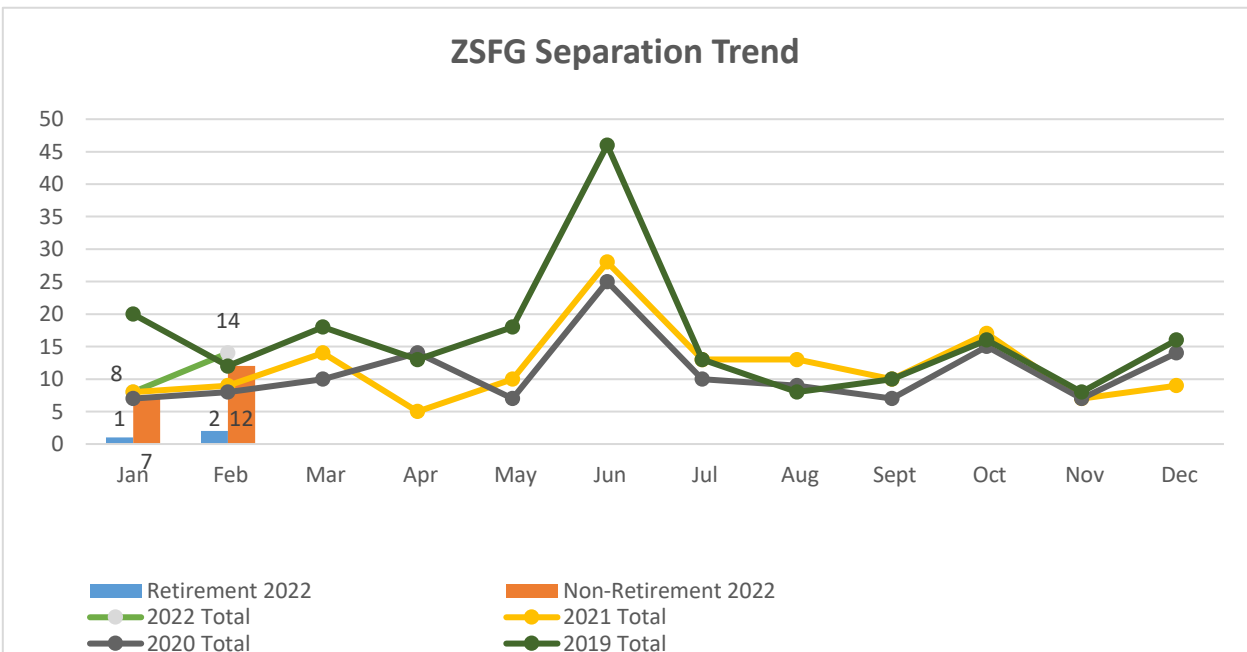
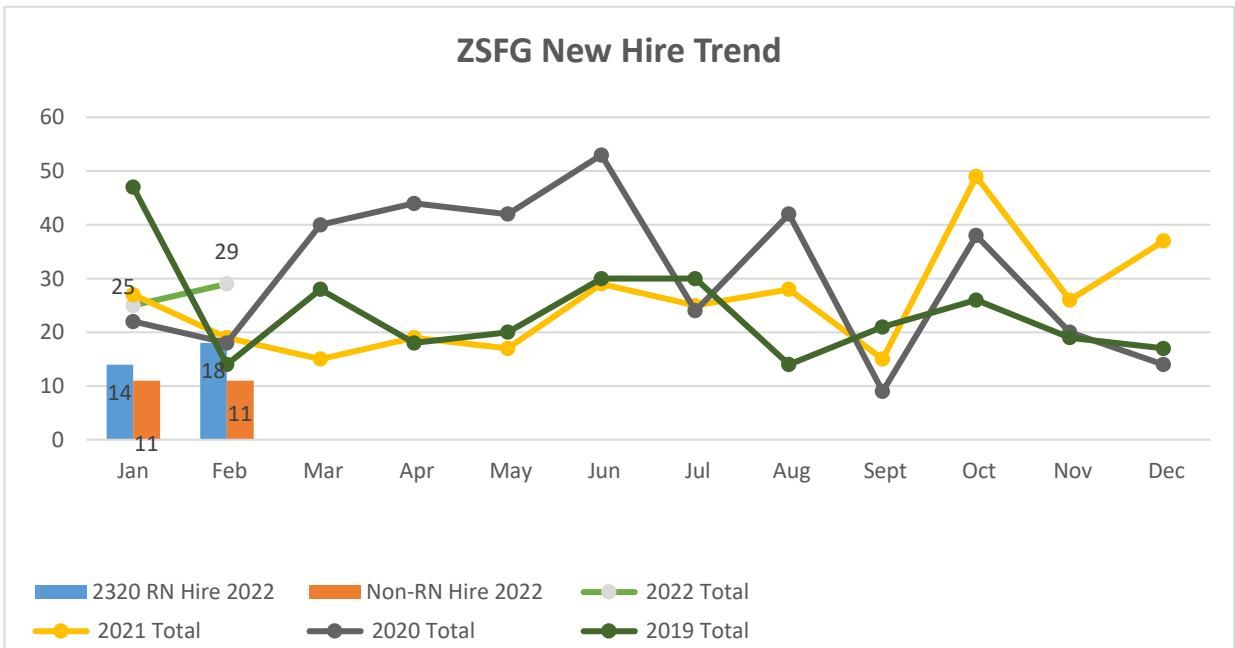
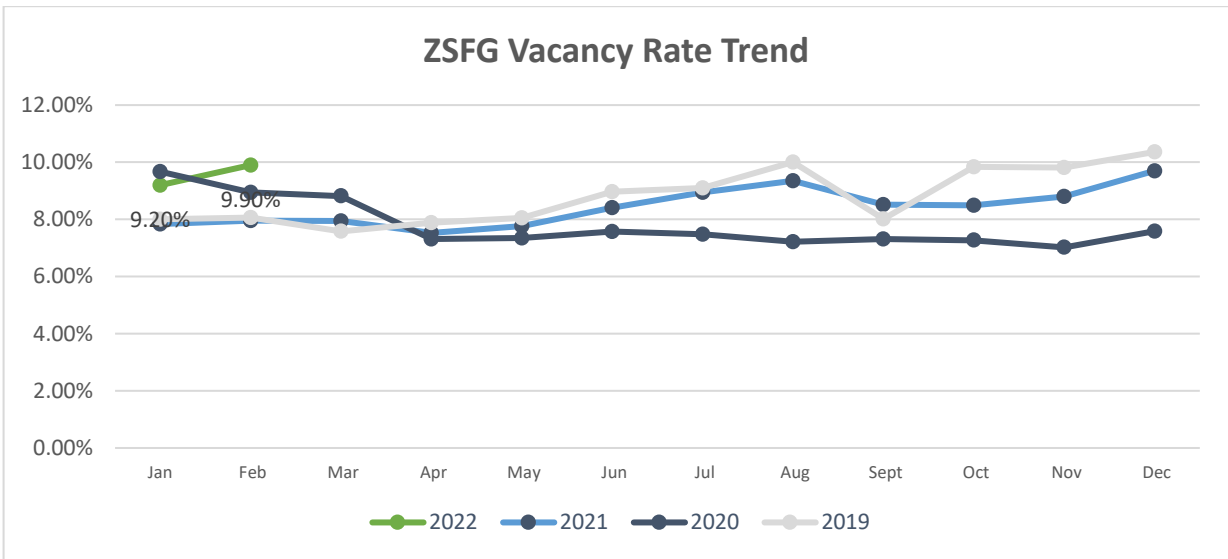
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2470	Diagnostic Imaging Tech IV	7.20	7.20	0.00	0%
2472	Radiologic Technologist Lead	3.00	3.00	0.00	0%
2496	Radiologic Technologist Supv	7.00	7.00	0.00	0%
2514	Orthopedic Technician I	1.00	1.00	0.00	0%
2515	Orthopedic Technician 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%
2589	Health Program Coordinator I	2.00	2.00	0.00	0%
2606	Senior Food Service Worker	8.00	8.00	0.00	0%
2618	Food Service Supervisor	6.50	6.50	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%
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%
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%
	<b>Grand Total</b>	<b>3096.73</b>	<b>2790.11</b>	<b>306.62</b>	<b>9.90%</b>

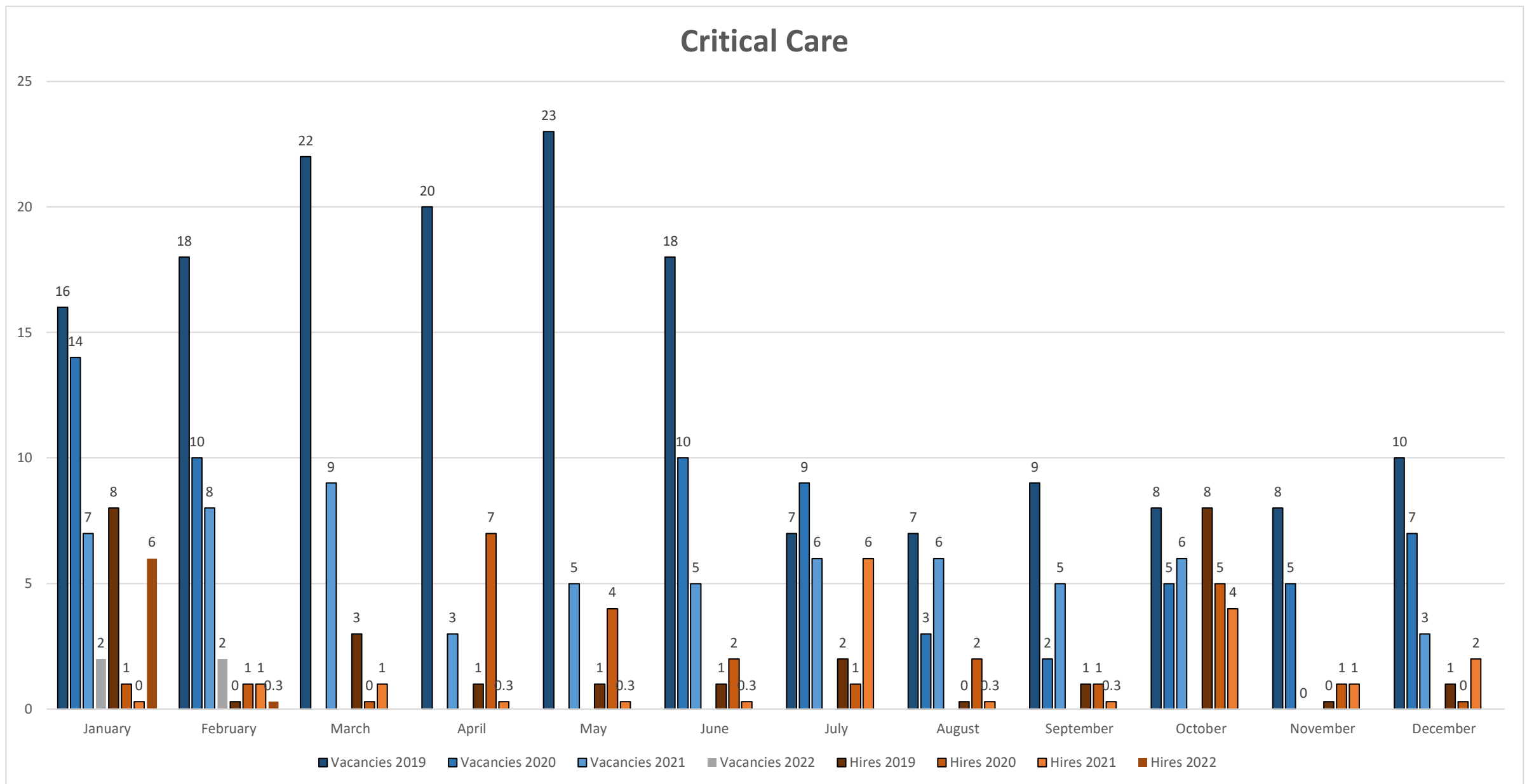
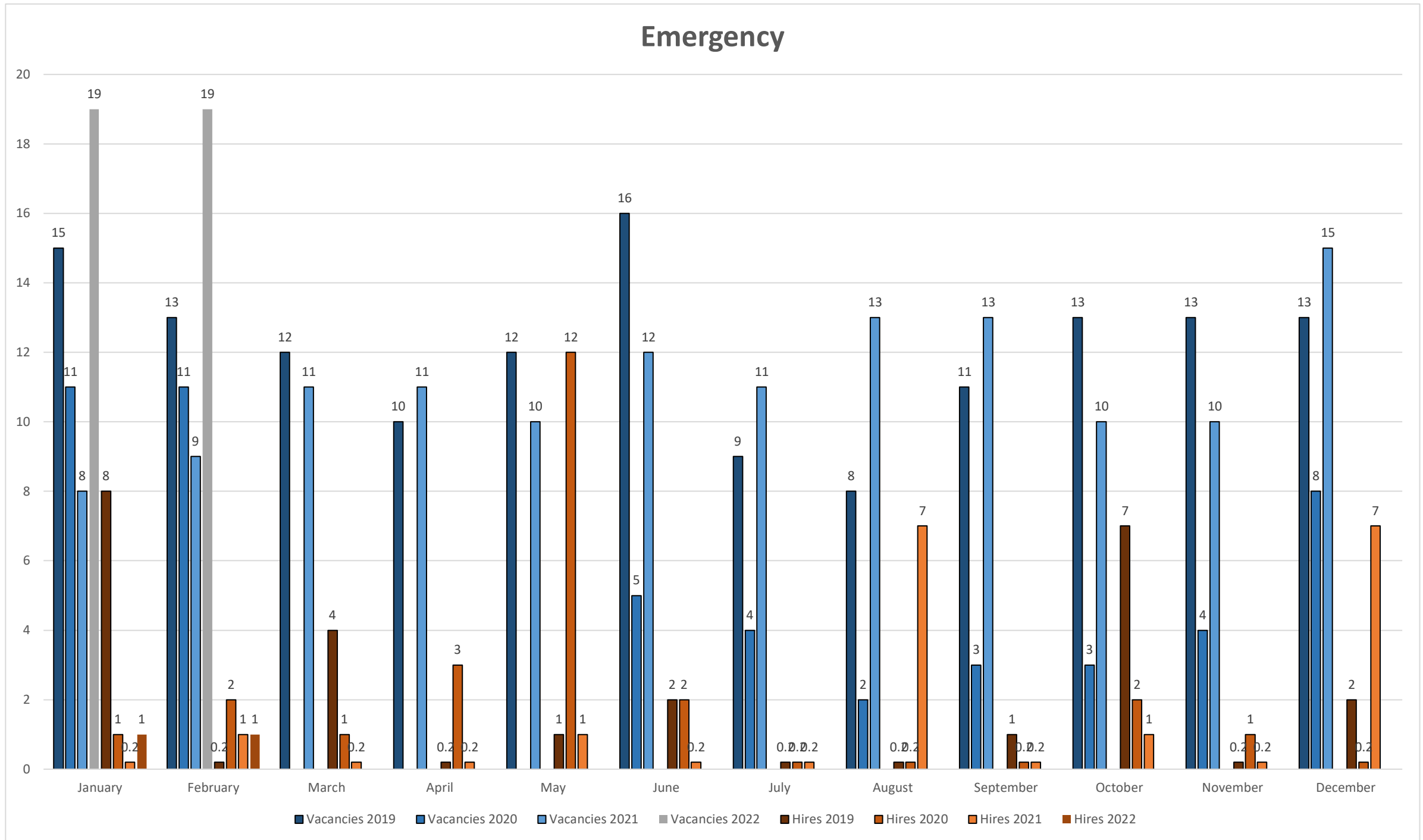
Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
932	Manager IV	100%	0.00	1.00	Pending Announcement/Exam Administration
1052	IS Business Analyst	100%	0.00	1.00	Pending Announcement/Exam Administration
1630	Account Clerk	100%	0.00	1.00	Pending Requisition Request by Hiring Manager
1840	Junior Management Assistant	100%	0.00	1.00	Interviews in progress
2540	Audiologist	100%	0.00	1.00	Pending Announcement/Exam Administration
2585	Health Worker I	100%	0.00	4.00	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
6138	Industrial Hygienist	100%	0.00	1.00	Pending Announcement/Exam Administration
6139	Sr Industrial Hygienist	100%	0.00	1.00	Pending Announcement/Exam Administration
7205	Chief Stationary Engineer	100%	0.00	2.00	Pending Announcement/Exam Administration
7213	Plumber Supervisor I	100%	0.00	1.00	Interviews in progress
1404	Clerk	75%	1.00	3.00	Interviews in progress
1635	Health Care Billing Clerk I	50%	3.00	3.00	Pending Requisition Approval
1649	Intern)	50%	1.00	1.00	Pending Requisition approval
1824	Principal Administrative Analyst	50%	2.00	2.00	Pending Announcement/Exam Administration
2520	Morgue Attendant	50%	0.50	0.50	Pending Requisition Request by Hiring Manager
2558	Senior Physical Therapist	50%	1.00	1.00	Pending Requisition approval
2822	Health Educator	50%	2.00	2.00	Pending Requisition Approval
5506	Project Manager III	50%	1.00	1.00	Pending Requisition approval
9910	Health Worker II (Interpreter Trainee)	50%	5.00	5.00	Pending Announcement/Exam Administration
2119	Health Care Analyst	44%	10.00	8.00	Interviews in progress
2473	Sonographer I, II, III	42%	2.80	1.99	Interviews in progress
0941	Manager VI	40%	3.00	2.00	Pending Requisition approval
1654	Accountant III	40%	3.00	2.00	Interviews in progress
2654	Cook	40%	6.00	3.99	Interviews in Progress

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
2305	Psychiatric Technician	39%	26.10	16.50	Pending Announcement/Exam Administration
2593	Health Program Coordinator III	38%	8.00	5.00	Pending Announcement/Exam Administration
7334	Stationary Engineer	35%	17.00	9.00	Pending Announcement/Exam Administration
1823	Senior Administrative Analyst	33%	2.00	1.00	Pending Announcement/Exam Administration
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
2453	Supervising Pharmacist	29%	5.00	2.00	Pending Selection
1406	Senior Clerk	27%	30.35	11.44	Interviews in progress/Pending Requisition Request by Hiring Manager
2314	Public Health Team Leader	25%	17.80	6.00	Pending Selection
2105	Patient Services Finance Tech	25%	6.00	2.00	Pending Announcement/Exam Administration
2785	Assistant General Services Mgr	25%	3.00	1.00	Pending Announcement/Exam Administration
4320	Cashier I	25%	3.00	1.00	Pending Requisition Request by Hiring Manager
2322	Nurse Manager	22%	32.00	9.00	Pending Selection/Pending Announcement/Exam Administration
2587	Health Worker III	21%	22.00	5.99	Interviews in progress/Pending Selection
1636	Health Care Billing Clerk II	21%	15.00	4.00	Pending Requisition Approval
0922	Manager I	20%	4.00	1.00	Pending Requisition approval
1093	IT Operations Support Admin III	20%	4.00	1.00	Pending Requisition Request by Hiring Manager
2930	Behavioral Health Clinician	18%	13.60	2.90	Pending Announcement/Exam Administration
0931	Manager III	17%	10.00	2.00	Pending Requisition Request by Hiring Manager
7335	Sr Stationary Engineer	17%	5.00	1.00	Pending Requisition approval
2908	Hospital Eligibility Worker	16%	61.60	12.00	Pending Requisition Approval
2586	Health Worker II	16%	47.00	9.00	Pending Requisition Approval
2310	Surgical Procedures Technician	15%	17.90	3.10	Pending Requisition Request by Hiring Manager



Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
2406	Pharmacy Helper	14%	6.00	1.00	Interviews in progress
2450	Pharmacist	14%	24.50	4.00	Interviews in progress
2903	Eligibility Worker	12%	109.00	14.80	Pending Announcement/Exam Administration
2622	Dietetic Technician	12%	4.60	0.60	Interviews in progress
2548	Occupational Therapist	11%	15.59	2.00	Interviews in Progress
2323	Clinical Nurse Specialist	11%	8.00	1.00	Pending Requisition Approval
2471	Radiologic Technologist I, II, III	10%	15.20	1.70	Pending Announcement/Exam Administration
2846	Nutritionist	10%	4.50	0.50	Pending Requisition Approval

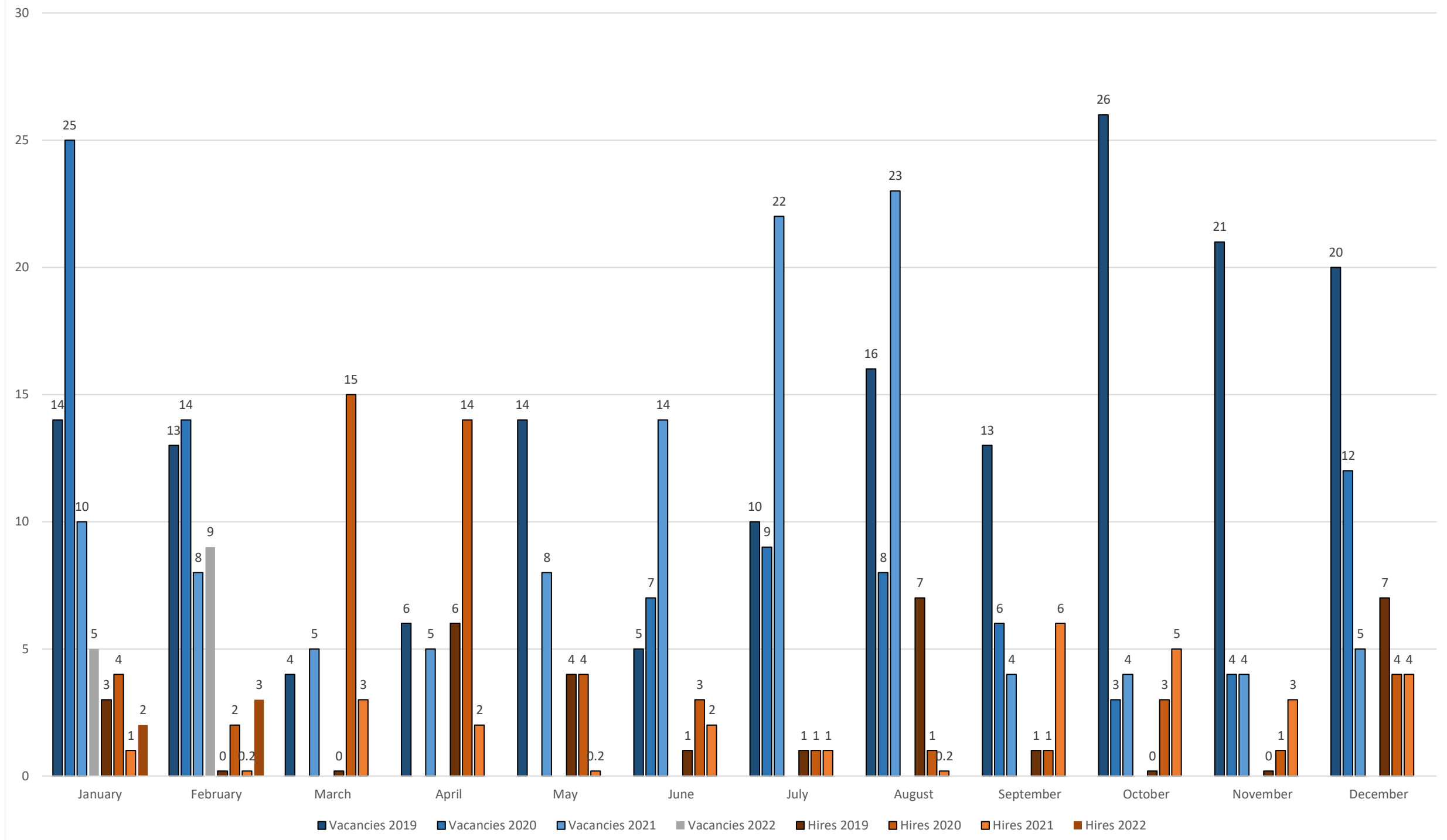




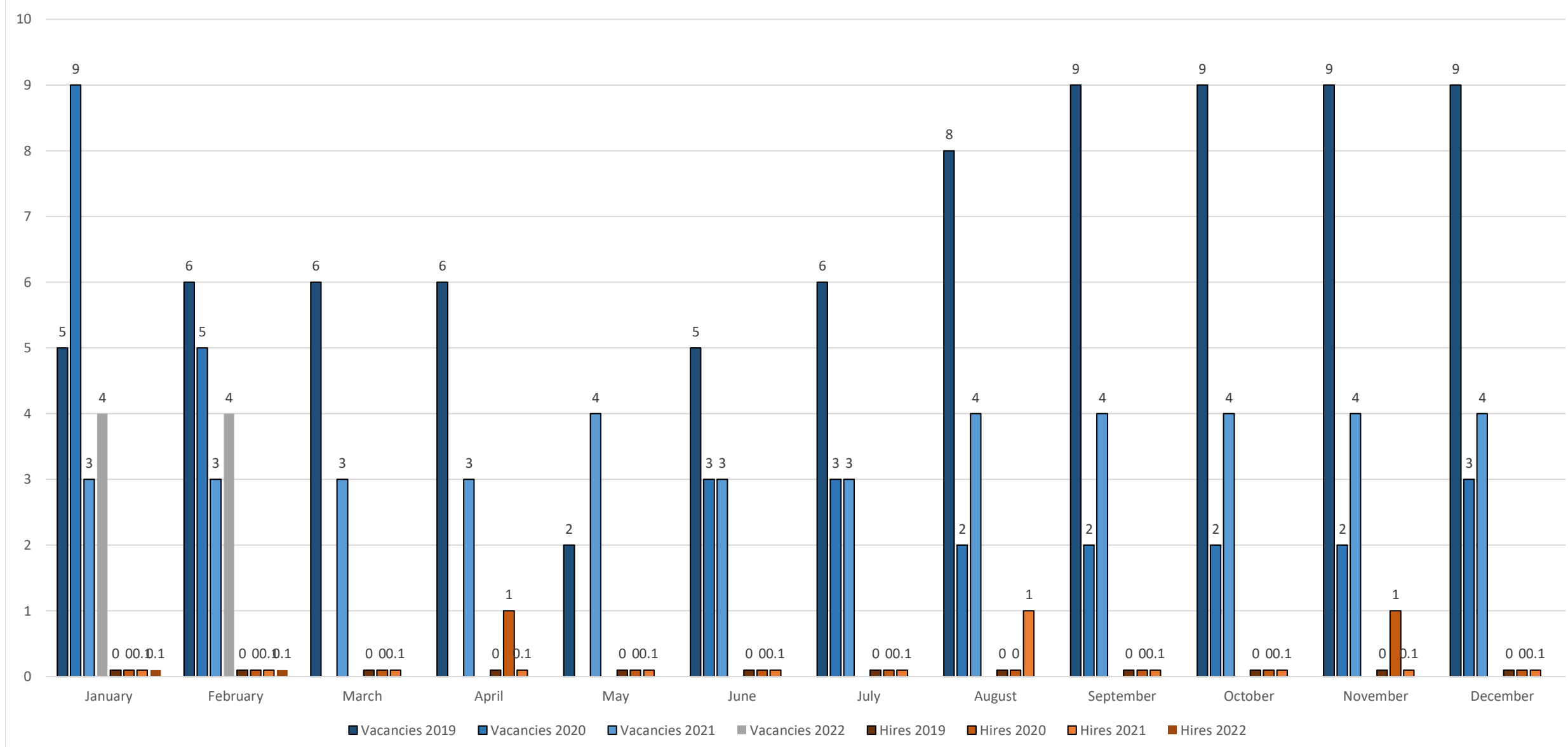
\*Vacancies are based on data reported in JCC Summary.

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

### Medical Surgical



### Surgery OR



**BERT Hiring Trend (Newly Added to ZSFG Budget FY 2021/2022)**

Month of 2022 (As of)	2320 Filled Pos	2320 Vacant Pos	2305 Filled Pos	2305 Vacant Pos	2312 Filled Pos	2312 Vacant Pos
January	6	0	6	8	8	0
February	All Filled	N/A	7	7	All Filled	N/A
March	All Filled	N/A			All Filled	N/A
April	All Filled	N/A			All Filled	N/A
May	All Filled	N/A			All Filled	N/A

**MHSF/BHS Hiring Trend (Newly Added to CO Budget FY 2021/2022)**

Month of 2022 (As of)	Total Budgeted Pos	Total Filled Pos	Total Vacant Pos
January	308	118	190
February	308	156	152
March	308		
April	308		
May	308		