

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (MAY 2024)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status
 - Graphs: YTD vacancy rate, new hires, and separations
-

1) Total hospital vacancies decreased to 6.91% as of April 2024, compared to 8.23% in March 2024. We've hired a total of one eighty-one (81) employees between April 1 and April 30, 2024, in various classifications including RNs and had five (5) separations during the same period of which three (3) were retirements.

2) RN vacancy rate decreased to 2.0%.

To mitigate challenges in hiring nurses:

- We hired forty-eight (48) nurses at ZSFG in April, including reassignments
- As a result of the hiring process mapping collaboration with the Controller's Office, the Onboarding process has been selected for process improvement
- As part of strategic hiring plan, Hiring Managers are continuing monthly processes for reassignment and eligible list selections
- We are working with nursing leadership to trigger the hiring process sooner in anticipation of vacancies, including retirements, resignations and reassignments

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

4) **RN hiring status update:**

- Emergency Care Unit-
 - 7.0 FTE Vacancies (5.08% RNs in this specialty) with seven selections made with target start work dates on May 25, 2024, June 8, 2024, July 6, 2024, August 3, 2024, and August 17, 2024
- Critical Care Unit -
 - 1.8 FTE Vacancies (1.06% of RNs in this specialty) with two selections made with target start work dates on May 25, 2024 and June 8, 2024
- Med-Surgical Unit-
 - 3.95 FTE Vacancies (1.07% of RNs within this specialty) with selections pending
- OR Unit-
 - 1.0 FTE Vacancies (1.80% of RNs within this specialty) with one selection made with target start work date on May 25, 2024

5) **RN Training Update:**

- Next Emergency Care Training Program is anticipated in August 2024 with a cohort of up to ten (10)
- Working with nursing leadership to plan for training programs to align with school graduation dates

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

- One (1) 2303 – Patient Care Assistant
- Eight (8) 2903 – Hospital Eligibility Workers
- One (1) 0923 Manager II, Health Information Services Manager
- One (1) 0941 Manager VI, Director of Health Information Services
- One (1) 2322 Nurse Manager



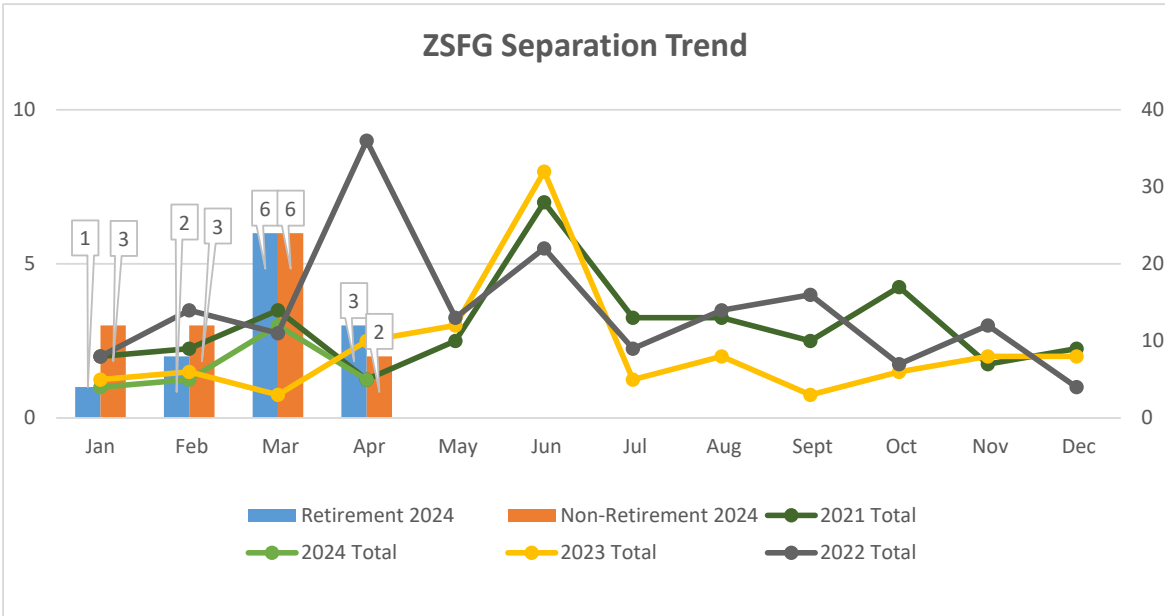
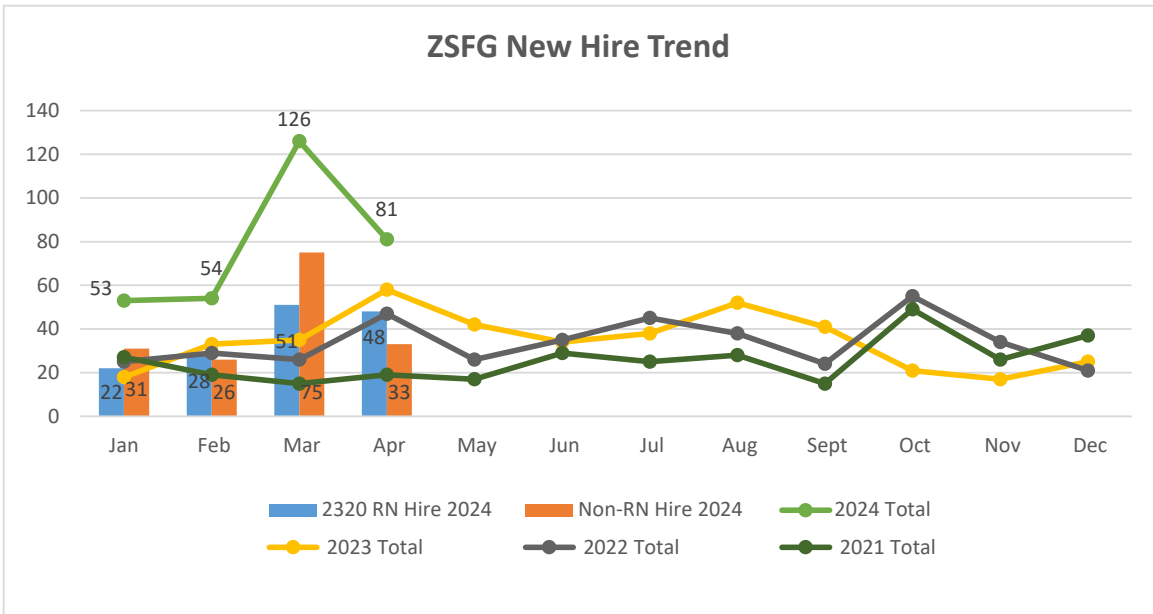
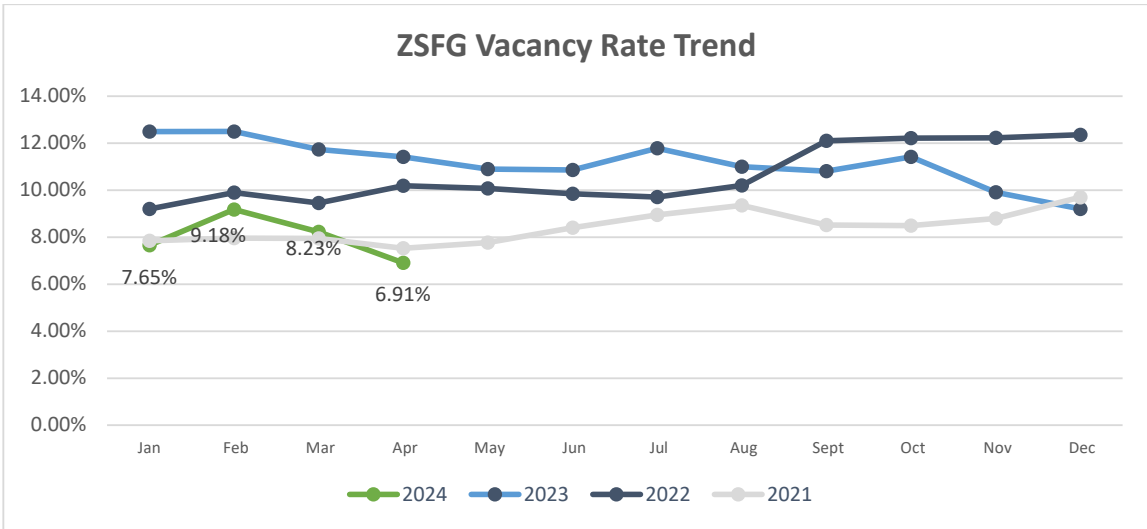
Zuckerberg San Francisco General Hospital and Trauma Center
 Status of Vacancy Rates Over 10% (April 2024)

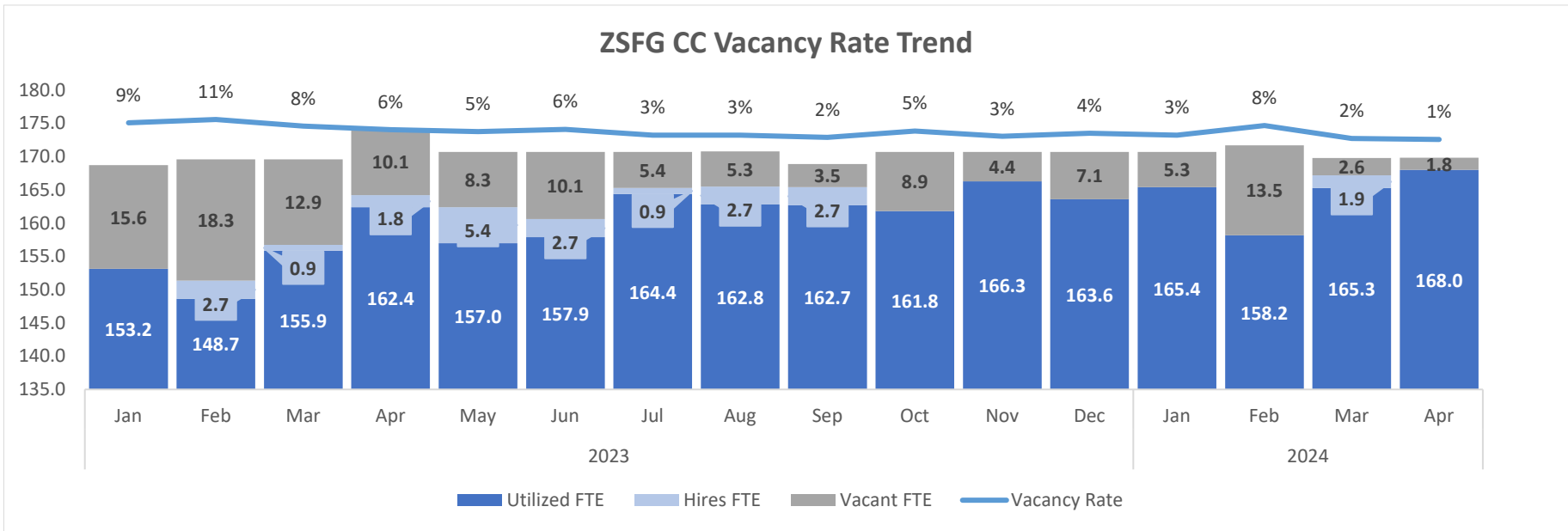
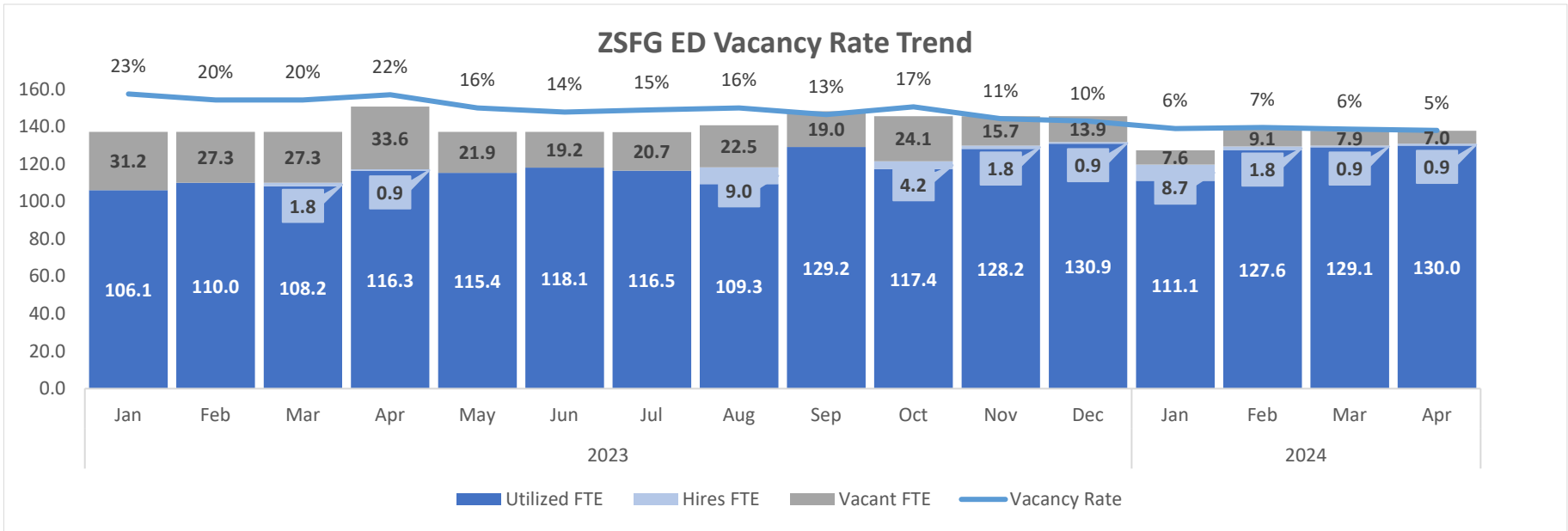


Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
0943	Manager VIII	100%	0.0	2.0	Pending Announcement/Exam Administration	60-90 days
1230	Instructional Designer	100%	0.0	1.0	Interviews in progress/Pending Selection	30 days
1652	Accountant II	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
2408	Senior Pharmacy Helper	100%	0.0	1.0	Pending Requisition approval	5-10 days
2620	Food Service Mgr Administrator	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
5177	Safety Officer (Tx'ed to 0931)	100%	0.0	1.0	Interviews in progress/Pending Selection	30 days
7236	Locksmith Supervisor 1	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
9910	Health Worker II (Interpreter Trainee)	73%	3.0	8.0	Pending Requisition Request by Hiring Manager	30 days
1824	Principal Administrative Analyst	67%	2.0	4.0	Interviews in progress/Pending Selection	30 days
2822	Health Educator	67%	1.0	2.0	Pending Announcement/Exam Administration	60-90 days
3417	Gardener	60%	1.0	1.5	Pending Requisition approval	5-10 days
2540	Audiologist	52%	1.0	1.1	Pending Requisition Request by Hiring Manager	30 days
1408	Principal Clerk	50%	2.0	2.0	Pending Requisition approval	5-10 days
1634	Principal Account Clerk	50%	1.0	1.0	Interviews in progress/Pending Selection	30 days
2551	MH Treatment Specialist (Tx'ed to 2551)	50%	1.0	1.0	Pending Requisition approval	5-10 days
2591	Health Program Coordinator II	50%	1.0	1.0	Interviews in progress/Pending Selection	30 days
5506	Project Manager III	50%	1.0	1.0	Pending Requisition Request by Hiring Manager	30 days
0931	Manager III	40%	6.0	4.0	Pending requisition approval	5-10 days
0933	Manager V	33%	2.0	1.0	Pending Requisition approval	5-10 days
0942	Manager VII	33%	2.0	1.0	Pending Announcement/Exam Administration	60-90 days
2106	Medical Staff Svcs-Specialist	33%	2.0	1.0	Onboarding	10-20 days
4320	Cashier I	33%	2.0	1.0	Pending Requisition Request by Hiring Manager	30 days
2310	Surgical Procedures Technician	32%	14.9	7.1	Pending Requisition approval	5-10 days
1406	Senior Clerk	32%	28.4	13.5	Interviews in progress/Pending Selection	30 days
2496	Radiologic Technologist Supv	29%	5.0	2.0	Interviews in progress/Pending Selection	30 days
1822	Administrative Analyst	25%	3.0	1.0	Interviews in progress/Pending Selection	30 days
1934	Storekeeper	25%	3.0	1.0	Pending Requisition Request by Hiring Manager	30 days
2453	Supervising Pharmacist	25%	6.0	2.0	Pending Announcement/Exam Administration	60-90 days
2585	Health Worker I	25%	3.0	1.0	Pending Requisition approval	5-10 days
2305	Psychiatric Technician	23%	33.6	9.8	Interviews in progress/Pending Selection	30 days
2119	Health Care Analyst	21%	15.0	4.0	Interviews in progress/Pending Selection	30 days
2654	Cook	20%	8.0	2.0	Interviews in progress/Pending Selection	30 days
2593	Health Program Coordinator III	19%	13.0	3.0	Interviews in progress/Pending Selection	30 days
2586	Health Worker II	18%	57.5	13.0	Interviews in progress/Pending Selection	30 days
2314	Public Health Team Leader	17%	19.8	4.0	Interviews in progress/Pending Selection	30 days
1636	Health Care Billing Clerk II	17%	15.0	3.0	Pending Announcement/Exam Administration	60-90 days
2930	Behavioral Health Clinician	17%	17.1	3.4	Interviews in progress/Pending Selection	30 days
1654	Accountant III	14%	6.0	1.0	Pending Requisition approval	5-10 days
2406	Pharmacy Helper	14%	6.0	1.0	Pending Requisition approval	5-10 days
2105	Patient Services Finance Tech	14%	7.0	1.1	Onboarding	10-20 days
2740	Porter Supervisor I	11%	8.0	1.0	Pending Announcement/Exam Administration	60-90 days
2622	Dietetic Technician	11%	5.0	0.6	Pending Requisition Request by Hiring Manager	30 days
2312	Licensed Vocational Nurse	10%	47.0	5.4	Interviews in progress/Pending Selection	30 days
1429	Nurses Staffing Assistant	10%	10.8	1.2	Pending Requisition approval	5-10 days

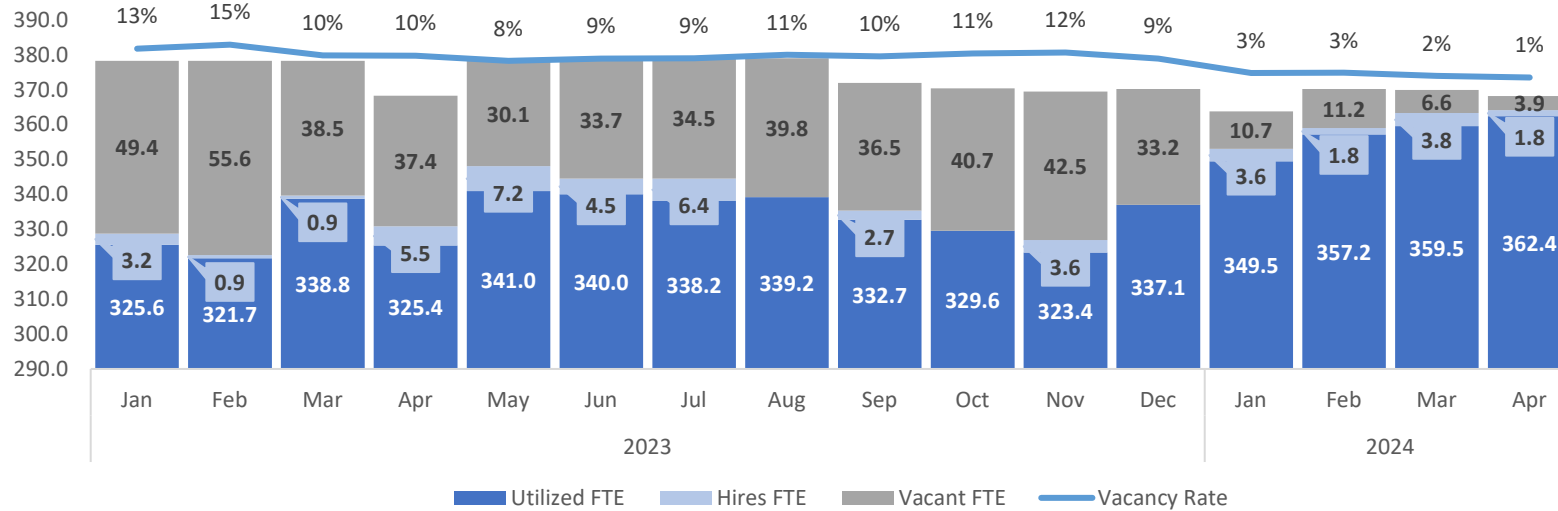
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
0943	Manager VIII	2.0	0.0	2.0	100%
1230	Instructional Designer	1.0	0.0	1.0	100%
1649	Accountant II (Accountant Intern)	1.0	0.0	1.0	100%
1840	Junior Management Assistant	1.0	0.0	1.0	100%
2408	Senior Pharmacy Helper	1.0	0.0	1.0	100%
2620	Food Service Mgr Administrator	1.0	0.0	1.0	100%
5177	Safety Officer	1.0	0.0	1.0	100%
7236	Locksmith Supervisor 1	1.0	0.0	1.0	100%
9910	Health Worker II (Interpreter Trainee)	11.0	3.0	8.0	73%
1824	Principal Administrative Analyst	6.0	2.0	4.0	67%
2822	Health Educator	3.0	1.0	2.0	67%
3417	Gardener	2.5	1.0	1.5	60%
2540	Audiologist	2.1	1.0	1.1	52%
1408	Principal Clerk	4.0	2.0	2.0	50%
1634	Principal Account Clerk	2.0	1.0	1.0	50%
2551	MH Treatment Specialist	2.0	1.0	1.0	50%
2591	Health Program Coordinator II	2.0	1.0	1.0	50%
5506	Project Manager III	2.0	1.0	1.0	50%
0931	Manager III	10.0	6.0	4.0	40%
0933	Manager V	3.0	2.0	1.0	33%
0942	Manager VII	3.0	2.0	1.0	33%
2106	Medical Staff Svcs-Specialist	3.0	2.0	1.0	33%
4320	Cashier I	3.0	2.0	1.0	33%
2310	Surgical Procedures Technician	22.0	14.9	7.1	32%
1406	Senior Clerk	41.8	28.4	13.5	32%
2496	Radiologic Technologist Supv	7.0	5.0	2.0	29%
1822	Administrative Analyst	4.0	3.0	1.0	25%
1934	Storekeeper	4.0	3.0	1.0	25%
2453	Supervising Pharmacist	8.0	6.0	2.0	25%
2585	Health Worker I	4.0	3.0	1.0	25%
2305	Psychiatric Technician	43.4	33.6	9.8	23%
2119	Health Care Analyst	19.0	15.0	4.0	21%
2654	Cook	10.0	8.0	2.0	20%
2593	Health Program Coordinator III	16.0	13.0	3.0	19%
2586	Health Worker II	70.5	57.5	13.0	18%
2314	Public Health Team Leader	23.8	19.8	4.0	17%
1636	Health Care Billing Clerk II	18.0	15.0	3.0	17%
2930	Behavioral Health Clinician	20.5	17.1	3.4	17%
1654	Accountant III	7.0	6.0	1.0	14%
2406	Pharmacy Helper	7.0	6.0	1.0	14%
2105	Patient Services Finance Tech	8.1	7.0	1.1	14%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2740	Porter Supervisor I	9.0	8.0	1.0	11%
2622	Dietetic Technician	5.6	5.0	0.6	11%
2312	Licensed Vocational Nurse	52.5	47.0	5.4	10%
1429	Nurses Staffing Assistant	12.0	10.8	1.2	10%
2604	Food Service Worker	54.1	49.1	5.0	9%
2903	Hospital Eligibility Worker	124.7	113.2	11.5	9%
2587	Health Worker III	28.0	25.5	2.5	9%
1708	Senior Telephone Operator	12.0	11.0	1.0	9%
2909	Hospital Eligibility Worker Supv	12.0	11.0	1.0	8%
2330	Anesthetist	13.4	12.3	1.1	8%
2328	Nurse Practitioner	82.6	75.9	6.7	8%
2548	Occupational Therapist	18.6	17.1	1.5	8%
2409	Pharmacy Technician	57.5	53.0	4.5	8%
1428	Unit Clerk	48.3	44.5	3.8	8%
2324	Nursing Supervisor	13.0	12.0	1.0	8%
1637	Patient Accounts Clerk	27.0	25.0	2.0	7%
2556	Physical Therapist	25.4	23.7	1.8	7%
2606	Senior Food Service Worker	8.0	7.5	0.5	6%
2430	Medical Evaluations Assistant	171.5	161.3	10.2	6%
1932	Assistant Storekeeper	17.0	16.0	1.0	6%
2920	Medical Social Worker	31.7	29.9	1.8	6%
2550	Sr Occupational Therapist	2.0	1.9	0.1	5%
2736	Porter	197.5	189.9	7.6	4%
7334	Stationary Engineer	26.0	25.0	1.0	4%
2454	Clinical Pharmacist	35.5	34.5	1.0	3%
2303	Patient Care Assistant	193.1	187.8	5.3	3%
2908	Senior Hospital Eligibility Worker	75.6	73.6	2.0	3%
2322	Nurse Manager	40.0	39.0	1.0	3%
2320	Registered Nurse	1019.1	994.1	25.0	2%
2468	Diagnostic Imaging Tech II	31.0	30.5	0.6	2%
2450	Pharmacist	30.5	30.3	0.2	1%





ZSFG MS Vacancy Rate Trend



ZSFG OR Vacancy Rate Trend

