

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (JUNE 2024)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status
 - Graphs: YTD vacancy rate, new hires, and separations
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1) Total hospital vacancies decreased to 3.64% as of May 2024, compared to 6.91% in April 2024. We've hired a total of one fifty-six (56) employees between May 1 and May 31, 2024, in various classifications including RNs and had four (4) separations during the same period of which none were retirements.

2) RN vacancy rate remained at 2.0%.

To mitigate challenges in hiring nurses:

- We hired twenty-one (21) nurses at ZSFG in May, including reassignments
- We continued mass hiring efforts with goal of getting the vacancy rate down to 0 across the Department
- We engaged Recruiter assistance to source candidates for hard-to-fill positions, such as jail health positions
- We anticipate implementing a new, online salary placement tool to facilitate salary determination within the next quarter

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-
 - 3.4 FTE Vacancies (2% RNs in this specialty) with four selections made with target start work dates on June 22, 2024 and August 3, 2024
- Critical Care Unit -
 - 7.1 FTE Vacancies (4% of RNs in this specialty) with five selections made with target start work dates on June 22, 2024, August 31, 2024 and September 3, 2024
- Med-Surgical Unit-
 - 6.3 FTE Vacancies (2% of RNs within this specialty) with seven selections made with target start work dates on June 22, 2024, and July 6, 2024
- OR Unit-
 - 0 FTE Vacancies

5) **RN Training Update:**

- Next Emergency Care Training Program is anticipated in August 2024 with a cohort of up to ten (10)
- Strategically planning to open other training programs in the new fiscal year

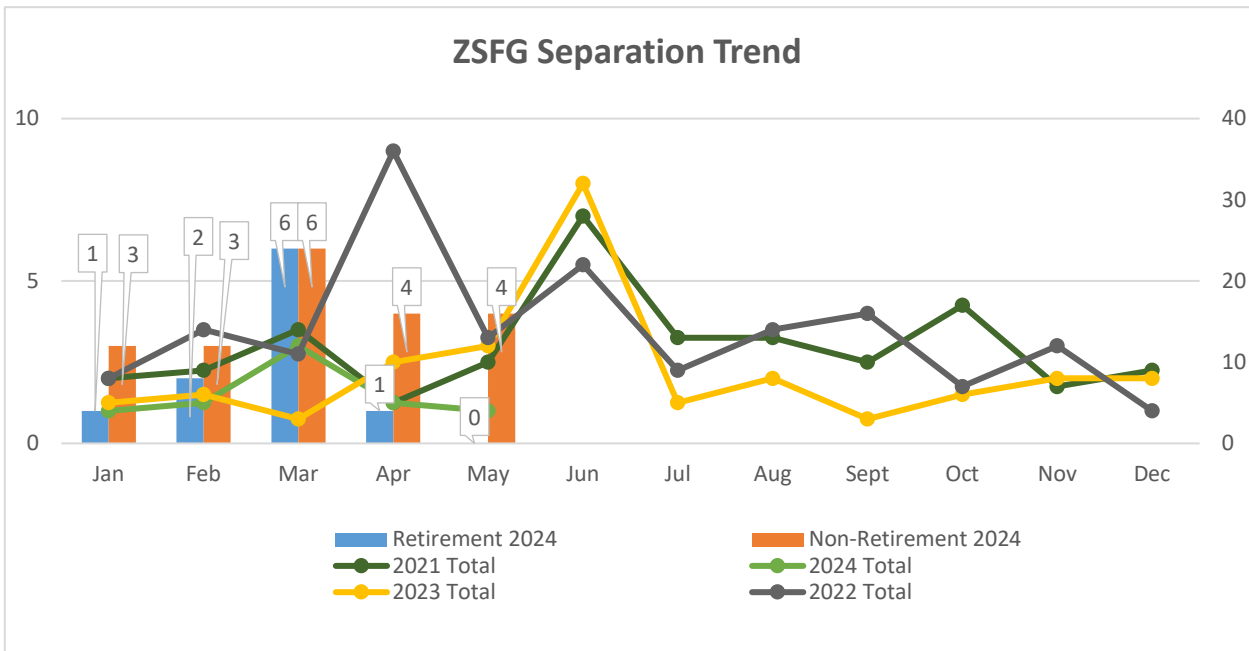
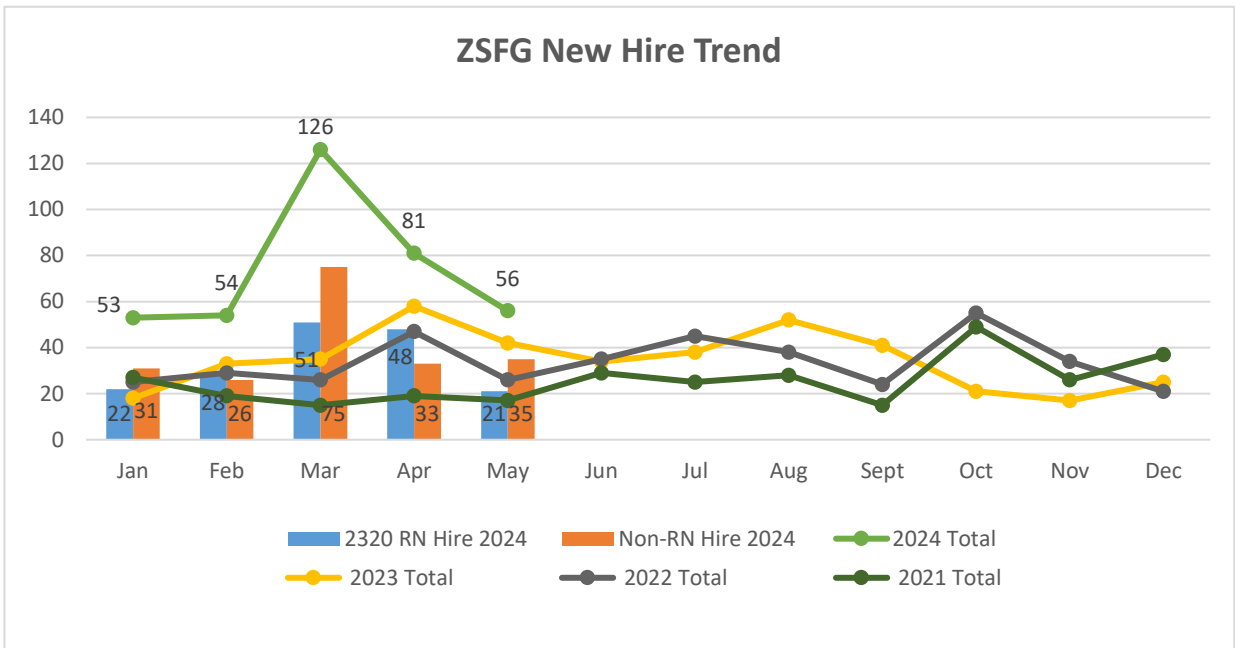
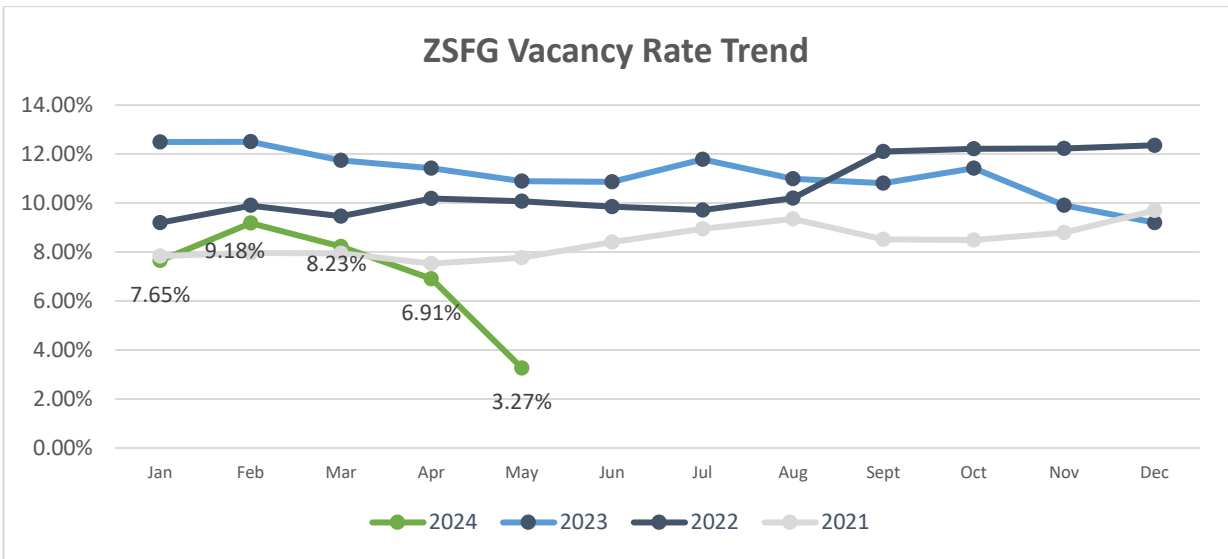
6) **Highlights of ZSFG non-RN hiring:**

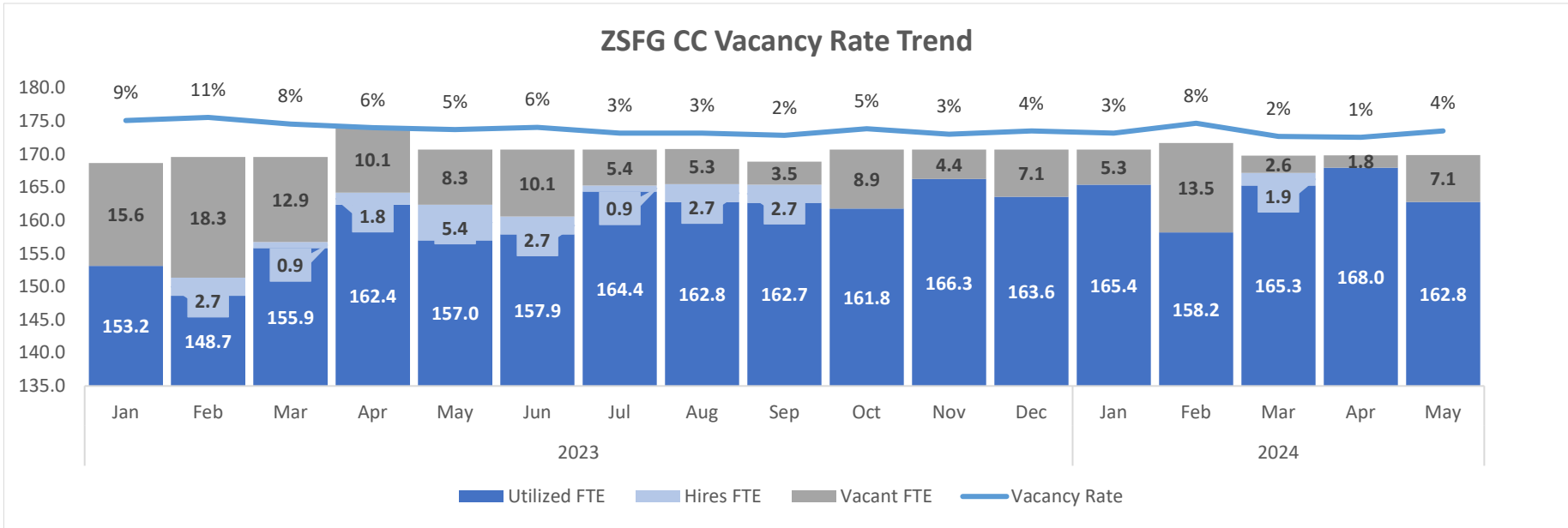
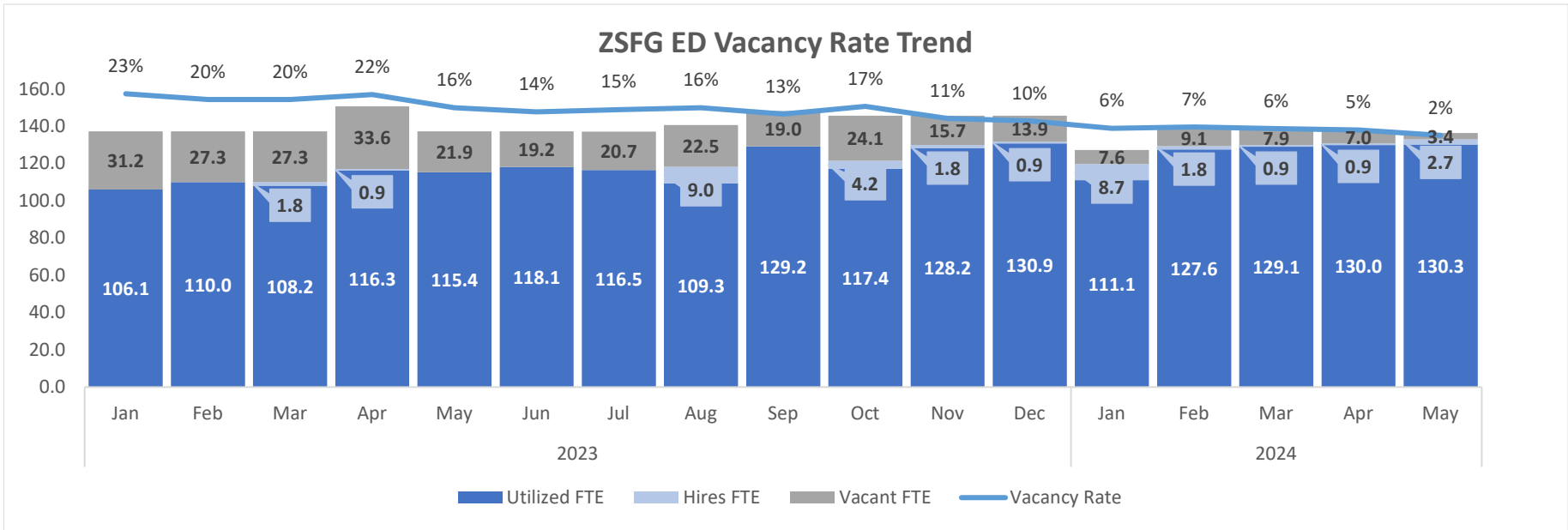
- One (1) 2119 Health Care Analyst
- One (1) 2424 Diagnostic Imaging Assistant
- Two (2) 2471 Radiologic Technician I, II, III
- One (1) 2593 Health Program Coordinator III
- One (1) 2622 Dietetic Technician

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
1230	Instructional Designer	100.0%	0.0	1.0	Onboarding	10-20 days
5177	Safety Officer	100.0%	0.0	1.0	Onboarding	10-20 days
7120	Bldgs & Grounds Maint Supt	100.0%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
2591	Health Program Coordinator 2	50.0%	1.0	1.0	Interviews in progress/Pending Selection	30 days
1635	Health Care Billing Clerk 1	40.0%	3.0	2.0	Pending Announcement/Exam Administration	60-90 days
1822	Administrative Analyst	33.3%	2.0	1.0	Interviews in progress/Pending Selection	30 days
2106	Med Staff Svcs Dept Spc	33.3%	2.0	1.0	Onboarding	10-20 days
2585	Health Worker 1	33.3%	2.0	1.0	Pending Requisition approval	5-10 days
2589	Health Program Coordinator 1	33.3%	2.0	1.0	Onboarding	10-20 days
941	Manager VI	25.0%	3.0	1.0	Interviews in progress/Pending Selection	30 days
1404	Clerk	25.0%	3.0	1.0	Pending Requisition approval	5-10 days
1632	Senior Account Clerk	20.0%	4.0	1.0	Onboarding	10-20 days
1824	Pr Administrative Analyst	20.0%	4.0	1.0	Interviews in progress/Pending Selection	30 days
2654	Cook	20.0%	8.0	2.0	Onboarding	10-20 days
2119	Health Care Analyst	17.6%	14.0	3.0	Interviews in progress/Pending Selection	30 days
2930	Psychiatric Social Worker	16.6%	16.1	3.2	Interviews in progress/Pending Selection	30 days
2323	Clinical Nurse Specialist	14.3%	6.0	1.0	Pending Requisition approval	5-10 days
2593	Health Program Coordinator 3	14.3%	12.0	2.0	Interviews in progress/Pending Selection	30 days
2305	Licensed Vocational Nurse	14.3%	35.5	5.9	Interviews in progress/Pending Selection	30 days
2314	Public Health Team Leader	12.6%	20.8	3.0	Interviews in progress/Pending Selection	30 days
931	Manager III	11.1%	8.0	1.0	Pending Requisition approval	5-10 days

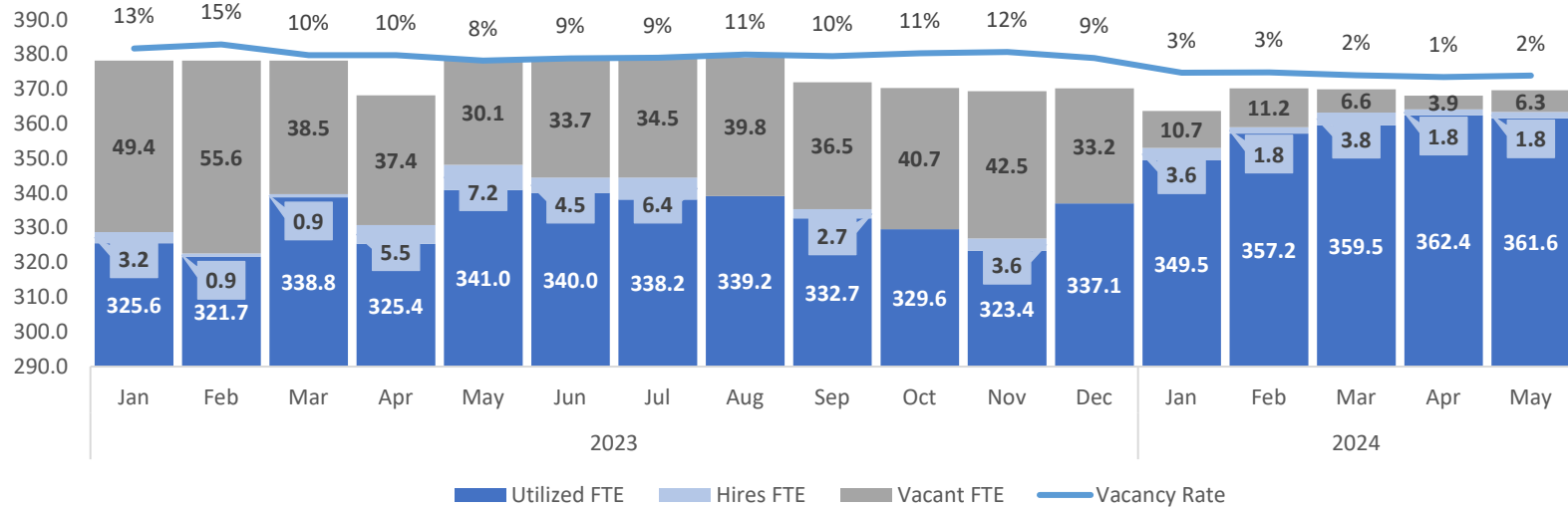
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1230	Instructional Designer	1.0	0.0	1.0	100.0%
5177	Safety Officer	1.0	0.0	1.0	100.0%
7120	Bldgs & Grounds Maint Supt	1.0	0.0	1.0	100.0%
2591	Health Program Coordinator 2	2.0	1.0	1.0	50.0%
1635	Health Care Billing Clerk 1	5.0	3.0	2.0	40.0%
1822	Administrative Analyst	3.0	2.0	1.0	33.3%
2106	Med Staff Svcs Dept Spc	3.0	2.0	1.0	33.3%
2585	Health Worker 1	3.0	2.0	1.0	33.3%
2589	Health Program Coordinator 1	3.0	2.0	1.0	33.3%
941	Manager VI	4.0	3.0	1.0	25.0%
1404	Clerk	4.0	3.0	1.0	25.0%
1632	Senior Account Clerk	5.0	4.0	1.0	20.0%
1824	Pr Administrative Analyst	5.0	4.0	1.0	20.0%
2654	Cook	10.0	8.0	2.0	20.0%
2119	Health Care Analyst	17.0	14.0	3.0	17.6%
2930	Psychiatric Social Worker	19.3	16.1	3.2	16.6%
2323	Clinical Nurse Specialist	7.0	6.0	1.0	14.3%
2593	Health Program Coordinator 3	14.0	12.0	2.0	14.3%
2305	Licensed Vocational Nurse	41.4	35.5	5.9	14.3%
2314	Public Health Team Leader	23.8	20.8	3.0	12.6%
931	Manager III	9.0	8.0	1.0	11.1%
2587	Health Worker 3	27.5	25.5	2.0	7.3%
2556	Physical Therapist	25.5	23.7	1.8	7.1%
2606	Senior Food Service Worker	8.0	7.5	0.5	6.3%
1932	Assistant Storekeeper	17.0	16.0	1.0	5.9%
2312	Licensed Vocational Nurse	48.5	45.7	2.8	5.8%
2548	Occupational Therapist	18.1	17.1	1.0	5.5%
2430	Medical Evaluations Assistant	169.9	161.2	8.7	5.1%
2550	Senior Occupational Therapist	2.0	1.9	0.1	5.0%
2468	Diagnostic Imaging Tech II	31.0	29.5	1.6	5.0%
2467	Diagnostic Imaging Tech I	22.0	21.0	1.0	4.5%
2390	Central Processing & Dist Tech	23.8	22.8	1.0	4.2%
1406	Senior Clerk	35.8	34.4	1.5	4.1%
2908	Hospital Eligibility Worker	74.6	71.6	3.0	4.0%
2903	Eligibility Worker	123.7	118.8	4.9	4.0%
2604	Food Service Worker	51.6	49.6	2.0	3.9%
7334	Stationary Engineer	26.0	25.0	1.0	3.8%
1637	Patient Accounts Clerk	27.0	26.0	1.0	3.7%
2471	Diagnostic Imaging Tech II	20.9	20.3	0.6	2.9%
2454	Clinical Pharmacist	35.5	34.5	1.0	2.8%
2328	Nurse Practitioner	80.6	78.5	2.1	2.7%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2920	Medical Social Worker	30.7	29.9	0.8	2.5%
2322	Nurse Manager	40.0	39.0	1.0	2.5%
2586	Health Worker 2	64.5	63.0	1.5	2.3%
2320	Registered Nurse	1019.5	999.3	20.2	2.0%
2736	Porter	199.5	196.5	3.0	1.5%
2303	Patient Care Assistant	193.1	190.7	2.4	1.2%





ZSFG MS Vacancy Rate Trend



ZSFG OR Vacancy Rate Trend

