

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (JULY 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 slightly decreased to 6.39% as of June 2024, compared to 6.42% in May 2024. We've hired a total of sixty-four (64) employees between June 1 and June 30, 2024, in various classifications including RNs and had six (6) separations during the same period of which one (1) was a retirement.

There was a clerical error in the vacancy rate reported last month. The May vacancy rate was 6.42%, and continues to show a decrease in June. We are committed to ensuring that the data is reported accurately in the future.

- 2) RN vacancy rate remained about the same at 2.3%.

To mitigate challenges in hiring nurses:

- We hired twenty-three (23) nurses at ZSFG in June, including reassignments
- We reduced the Department-wide vacancy rate from 9.5% in January 2024 to -0.21% as of June 2024. Our retention rate is strong at 95%, up by 5% since past fiscal year
- RN planning sessions focus on process enhancements and areas for advancement
- HR and nursing leadership are planning a hiring event in the coming months to take advantage of the increased interest in experienced nurse positions and to fill the new budgeted positions that will become available in August.

- 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-
 - 4.3 FTE Vacancies (3.16% RNs in this specialty) with four selections made with target start work dates on July 20, 2024, August 3, 2024, and August 17, 2024
- Critical Care Unit -
 - 2.6 FTE Vacancies (1.59% of RNs in this specialty) with three selections made with target start work dates on July 20, 2024 and August 31, 2024
- Med-Surgical Unit-
 - 7.5 FTE Vacancies (2.02% of RNs within this specialty) with two selections made with target start work dates on July 20, 2024, and August 3, 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)
- Other training programs will open based on need

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

- One (1) 1823 Senior Administrative Analyst
- One (1) 2454 Clinical Pharmacist
- Three (3) 2903 Hospital Eligibility Worker
- Three (3) 2908 Senior Hospital Eligibility Worker

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- Three (3) 2430 Medical Evaluation Assistants



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



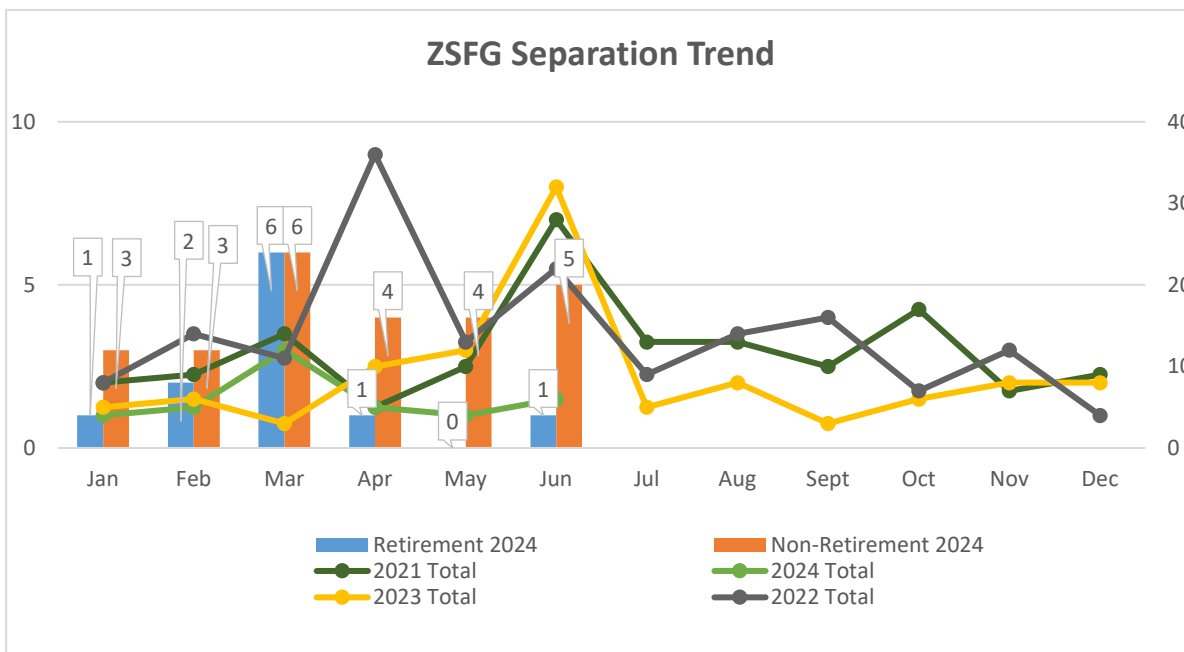
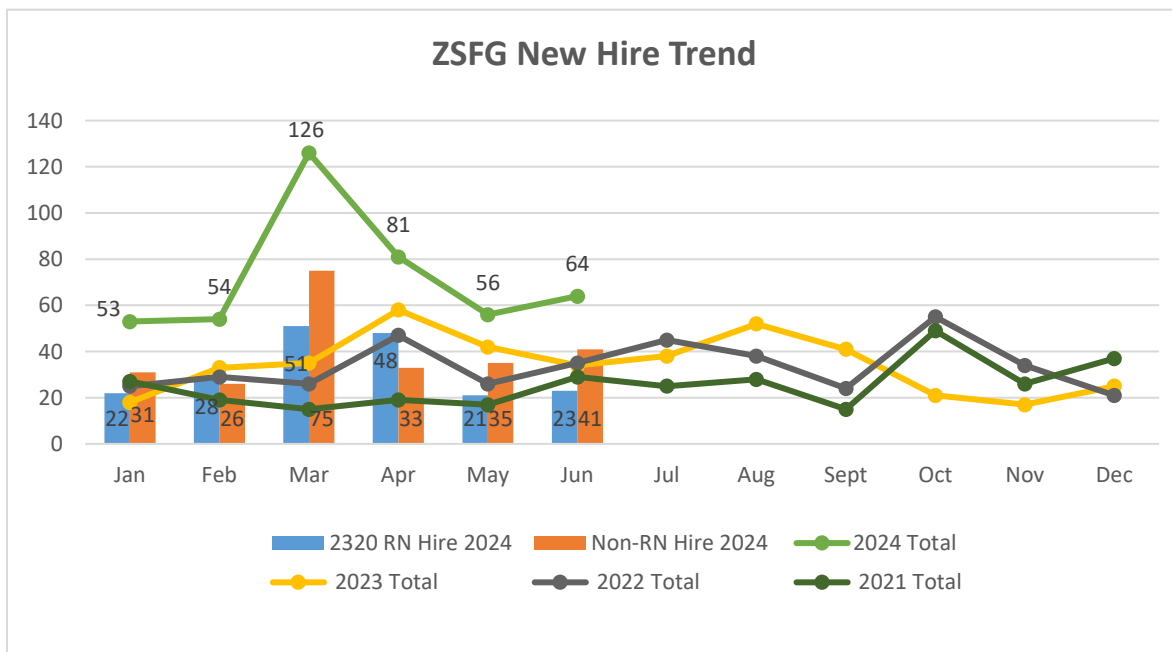
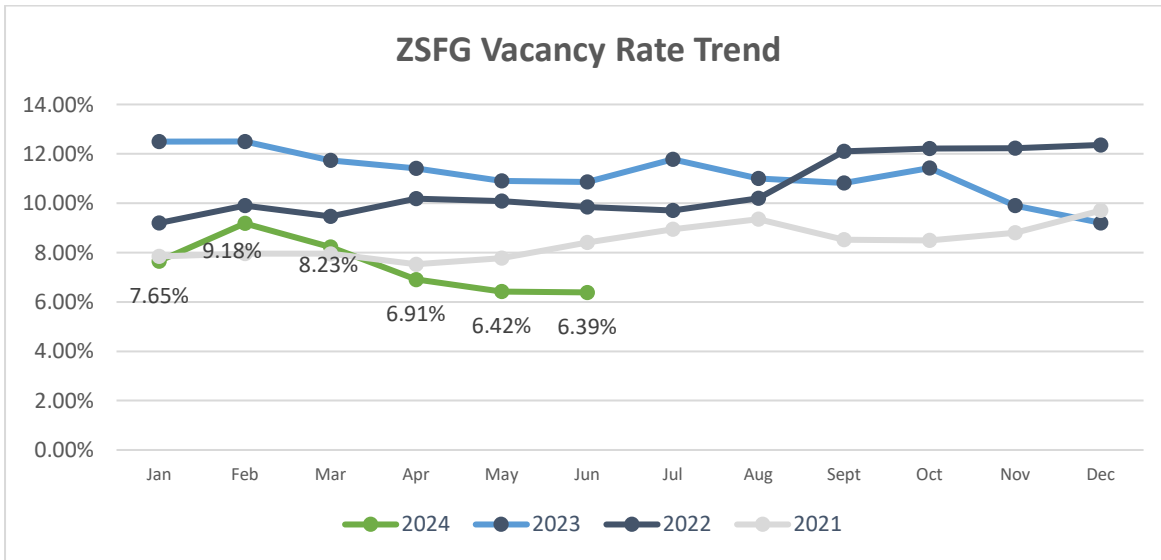
Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
943	Manager VIII	100%	0.0	2.0	Interviews in progress/Pending Selection	30 days
1649	Principal Account Clerk	100%	0.0	1.0	Pending Requisition approval	5-10 days
1840	Medical Records Tech Sprv	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
2408	Senior Pharmacy Helper	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
2522	Senior Morgue Attendant	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
2588	Health Worker 4	100%	0.0	1.0	Pending Requisition approval	5-10 days
2620	Food Service Mgr Administra	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
2822	Health Educator	100%	0.0	3.0	Pending Announcement/Exam Administration	60-90 days
7236	Locksmith Supervisor 1	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
9910	Health Worker 2	73%	3.0	8.0	Pending Requisition Request by Hiring Manager	30 days
1824	Pr Administrative Analyst	67%	2.0	4.0	Interviews in progress/Pending Selection	30 days
3417	Gardener	60%	1.0	1.5	Pending Requisition Request by Hiring Manager	30 days
2540	Audiologist	52%	1.0	1.1	Pending Announcement/Exam Administration	60-90 days
1408	Principal Clerk	50%	2.0	2.0	Pending Requisition Request by Hiring Manager	30 days
1634	Accountant II	50%	1.0	1.0	Interviews in progress/Pending Selection	30 days
2392	Sr Cent Proc & Dist Tech	50%	1.0	1.0	Pending Announcement/Exam Administration	60-90 days
2558	Senior Physical Therapist	50%	1.0	1.0	Interviews in progress/Pending Selection	30 days
2591	Health Program Coordinator	50%	2.0	2.0	Interviews in progress/Pending Selection	30 days
5506	Project Manager 3	50%	1.0	1.0	Pending Announcement/Exam Administration	60-90 days
931	Manager III	40%	6.0	4.0	Pending Requisition approval	5-10 days

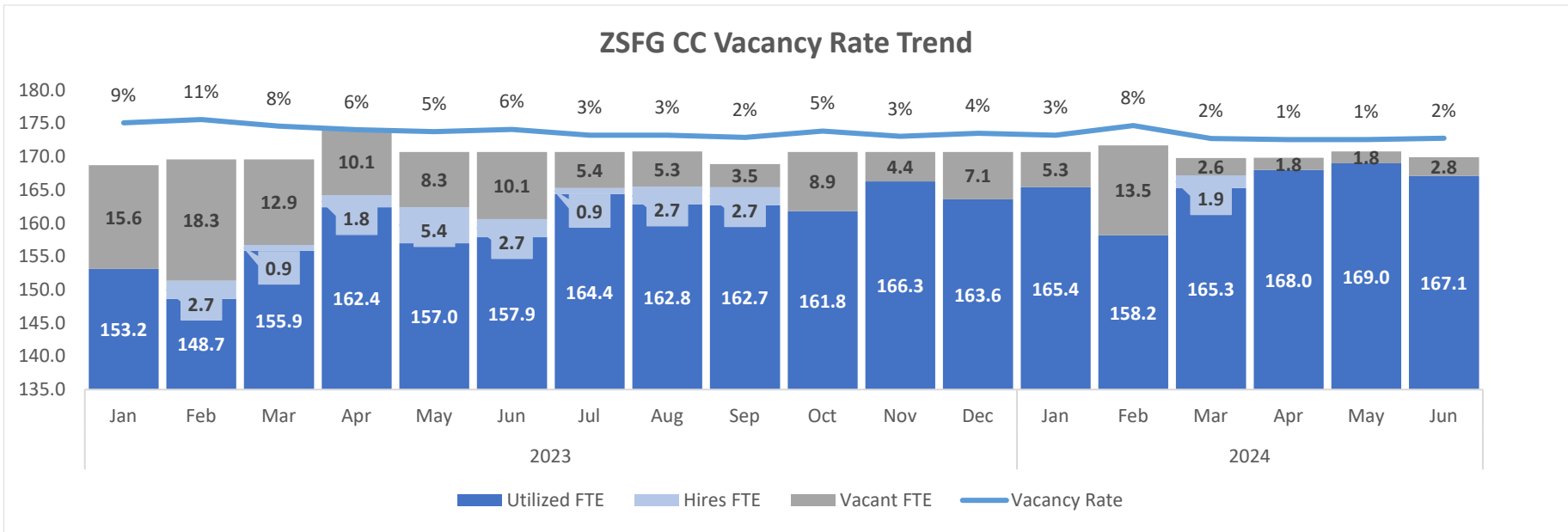
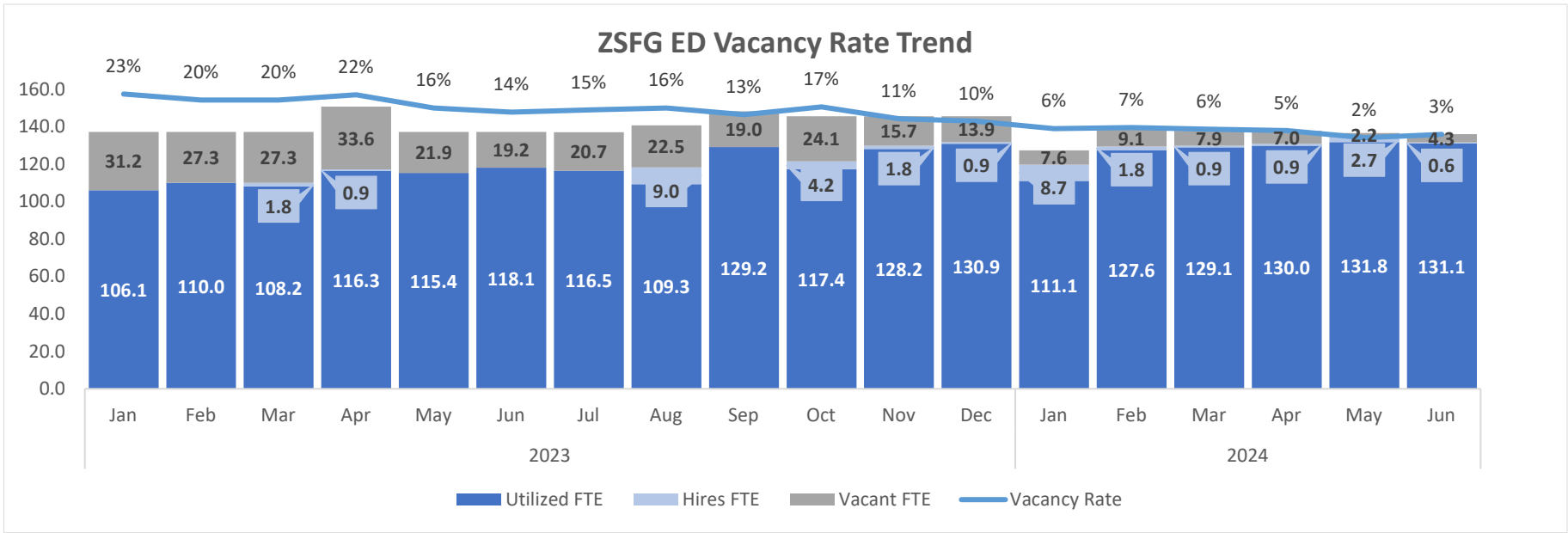
Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
933	Manager V	33%	2.0	1.0	Pending Requisition approval	5-10 days
942	Manager VII	33%	2.0	1.0	Pending Announcement/Exam Administration	60-90 days
4320	Cashier 1	33%	2.0	1.0	Pending Requisition Request by Hiring Manager	30 days
2310	Surgical Procedures Technician	32%	14.9	7.1	Pending Announcement/Exam Administration	60-90 days
1406	Senior Clerk	29%	29.6	12.2	Interviews in progress/Pending Selection	30 days
2496	Radiologic Tech Sprv	29%	5.0	2.0	Pending Announcement/Exam Administration	60-90 days
1822	Administrative Analyst	25%	3.0	1.0	Interviews in progress/Pending Selection	30 days
2453	Supervising Pharmacist	25%	6.0	2.0	Interviews in progress/Pending Selection	30 days
2585	Health Worker 1	25%	3.0	1.0	Pending Requisition approval	5-10 days
2119	Health Care Analyst	22%	14.0	4.0	Interviews in progress/Pending Selection	30 days
2305	Psychiatric Technician	22%	34.7	9.7	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 2	17%	15.0	3.0	Pending Announcement/Exam Administration	60-90 days
2586	Health Worker 2	16%	59.0	11.5	Interviews in progress/Pending Selection	30 days
1654	Accountant III	14%	6.0	1.0	Pending Requisition Request by Hiring Manager	30 days
2406	Pharmacy Helper	14%	6.0	1.0	Pending Announcement/Exam Administration	60-90 days
2105	Patient Svcs Finance Tech	14%	7.0	1.1	Pending Requisition Request by Hiring Manager	30 days
2593	Health Program Coordinator	13%	13.0	2.0	Interviews in progress/Pending Selection	Budget Cut
2930	Psychiatric Social Worker	12%	18.1	2.4	Interviews in progress/Pending Selection	30 days
2556	Physical Therapist	11%	23.5	2.9	Interviews in progress/Pending Selection	30 days

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
2622	Dietetic Technician	11%	5.0	0.6	Pending Requisition Request by Hiring Manager	30 days
2604	Food Service Worker	10%	48.6	5.5	Interviews in progress/Pending Selection	30 days
1429	Nurses Staffing Assistant	10%	10.8	1.2	Pending Announcement/Exam Administration	60-90 days

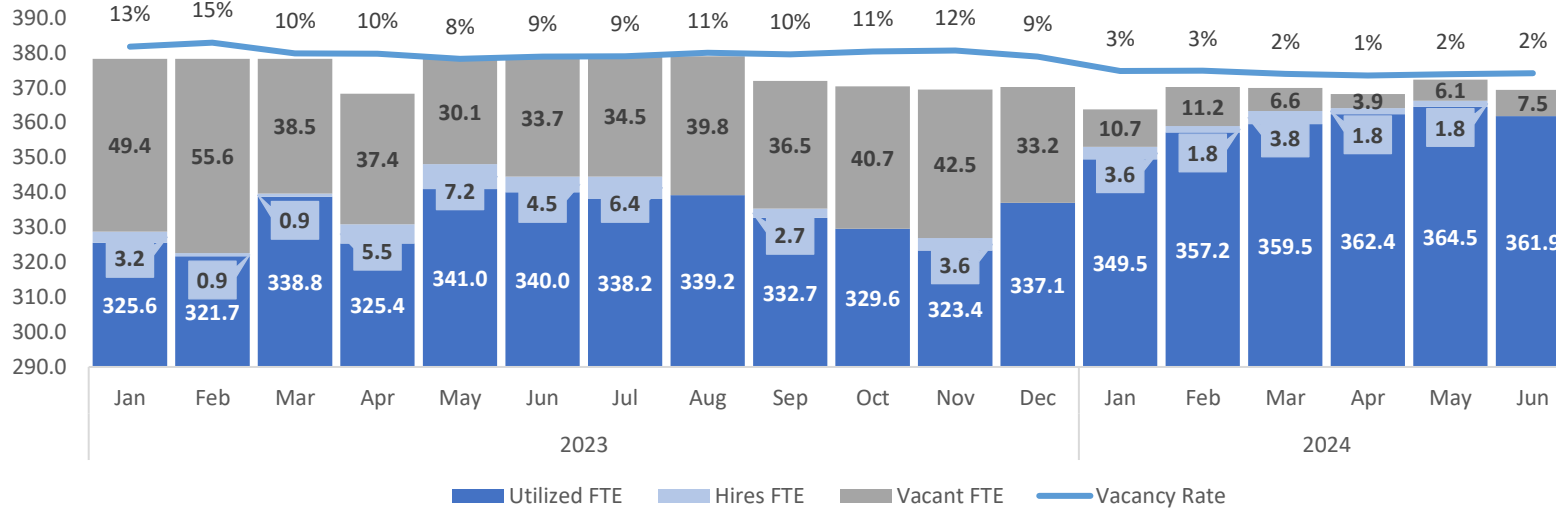
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
943	Manager VIII	2.0	0.0	2.0	100.0%
1649	Principal Account Clerk	1.0	0.0	1.0	100.0%
1840	Medical Records Tech Sprv	1.0	0.0	1.0	100.0%
2408	Senior Pharmacy Helper	1.0	0.0	1.0	100.0%
2522	Senior Morgue Attendant	1.0	0.0	1.0	100.0%
2588	Health Worker 4	1.0	0.0	1.0	100.0%
2620	Food Service Mgr Administrator	1.0	0.0	1.0	100.0%
2822	Health Educator	3.0	0.0	3.0	100.0%
7236	Locksmith Supervisor 1	1.0	0.0	1.0	100.0%
9910	Health Worker 2	11.0	3.0	8.0	72.7%
1824	Pr Administrative Analyst	6.0	2.0	4.0	66.7%
3417	Gardener	2.5	1.0	1.5	60.0%
2540	Audiologist	2.1	1.0	1.1	52.4%
1408	Principal Clerk	4.0	2.0	2.0	50.0%
1634	Accountant II	2.0	1.0	1.0	50.0%
2392	Sr Cent Proc & Dist Tech	2.0	1.0	1.0	50.0%
2558	Senior Physical Therapist	2.0	1.0	1.0	50.0%
2591	Health Program Coordinator 2	4.0	2.0	2.0	50.0%
5506	Project Manager 3	2.0	1.0	1.0	50.0%
931	Manager III	10.0	6.0	4.0	40.0%
933	Manager V	3.0	2.0	1.0	33.3%
942	Manager VII	3.0	2.0	1.0	33.3%
4320	Cashier 1	3.0	2.0	1.0	33.3%
2310	Surgical Procedures Technician	22.0	14.9	7.1	32.3%
1406	Senior Clerk	41.8	29.6	12.2	29.2%
2496	Radiologic Tech Sprv	7.0	5.0	2.0	28.6%
1822	Administrative Analyst	4.0	3.0	1.0	25.0%
2453	Supervising Pharmacist	8.0	6.0	2.0	25.0%
2585	Health Worker 1	4.0	3.0	1.0	25.0%
2119	Health Care Analyst	18.0	14.0	4.0	22.2%
2305	Psychiatric Technician	44.4	34.7	9.7	21.8%
2314	Public Health Team Leader	23.8	19.8	4.0	16.8%
1636	Health Care Billing Clerk 2	18.0	15.0	3.0	16.7%
2586	Health Worker 2	70.5	59.0	11.5	16.3%
1654	Accountant III	7.0	6.0	1.0	14.3%
2406	Pharmacy Helper	7.0	6.0	1.0	14.3%
2105	Patient Svcs Finance Tech	8.1	7.0	1.1	13.6%
2593	Health Program Coordinator 3	15.0	13.0	2.0	13.3%
2930	Psychiatric Social Worker	20.5	18.1	2.4	11.7%
2556	Physical Therapist	26.4	23.5	2.9	11.1%
2622	Dietetic Technician	5.6	5.0	0.6	10.7%
2604	Food Service Worker	54.1	48.6	5.5	10.2%
1429	Nurses Staffing Assistant	12.0	10.8	1.2	10.0%
2654	Cook	10.0	9.0	1.0	9.9%
2328	Nurse Practitioner	82.0	74.1	7.9	9.7%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1708	Senior Telephone Operator	12.0	11.0	1.0	8.5%
2920	Medical Social Worker	32.6	29.9	2.7	8.3%
2330	Anesthetist	13.4	12.3	1.1	8.2%
2409	Pharmacy Technician	57.5	53.0	4.5	7.9%
1428	Unit Clerk	48.3	44.5	3.8	7.9%
2325	Nurse Midwife	3.7	3.4	0.3	7.8%
2324	Nursing Supervisor	13.0	12.0	1.0	7.7%
7334	Stationary Engineer	26.0	24.0	2.0	7.7%
2903	Eligibility Worker	125.7	116.2	9.5	7.6%
1637	Patient Accounts Clerk	27.0	25.0	2.0	7.4%
2312	Licensed Vocational Nurse	51.6	48.0	3.6	6.9%
2430	Medical Evaluations Assistant	170.4	160.5	9.9	5.8%
2550	Senior Occupational Therapist	2.0	1.9	0.1	5.0%
2736	Porter	201.5	193.5	8.0	4.0%
2587	Mental Hlth Treatment Spec	28.5	27.5	1.0	3.5%
2454	Clinical Pharmacist	35.5	34.5	1.0	2.8%
2322	Nurse Manager	40.0	39.0	1.0	2.5%
2320	Registered Nurse	1019.4	996.5	22.9	2.3%
2450	Pharmacist	31.5	30.8	0.7	2.2%
2468	Diagnostic Imaging Tech II	30.0	29.5	0.6	1.8%
2303	Patient Care Assistant	194.0	191.5	2.5	1.3%
2736	Porter	197.5	192.5	5.0	2.6%
2322	Nurse Manager	40.0	39.0	1.0	2.5%
2468	Diagnostic Imaging Tech II	30.0	29.5	0.6	1.8%
2303	Patient Care Assistant	194.0	190.5	3.5	1.8%
2450	Pharmacist	30.5	30.3	0.2	0.7%





ZSFG MS Vacancy Rate Trend



ZSFG OR Vacancy Rate Trend

