

# ZSFG HUMAN RESOURCE SERVICES REPORT

## Submitted to the Joint Conference Committee (AUGUST 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 increased to 7.93% as of July 2024, compared to 6.39% in June 2024. There were new positions added to the budget which are reflected in the increased vacancy rate and graphs. We've hired a total of thirty-five (35) employees between July 1 and July 31, 2024, in various classifications including RNs and had nine (9) separations during the same period of which two (2) were retirements.

2) With the addition of 53 positions added to the budget, the RN vacancy rate increased to 6%.

#### To mitigate challenges in hiring nurses:

- Ten (10) nurses were hired at ZSFG in July, including reassignments
- Three (3) P103 Per Diem nurses were hired last month to fill gaps in vacancies
- HR and RN leadership are partnering to host a hiring event scheduled for September
- The improved RN reassignment process is in place based on the changes from the new Union contract. Each job opportunity is posted for 14 days with job-specific information to allow RNs to apply in real-time.

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-

- 7.9 FTE Vacancies (5.60% RNs in this specialty) with two selections made with target start work date on August 31, 2024

##### ➤ Critical Care Unit -

- 10.4 FTE Vacancies (5.8% of RNs in this specialty) with four selections made with target start work dates on August 31, 2024 and September 14, 2024

##### ➤ Med-Surgical Unit-

- 21.05 FTE Vacancies (5.51% of RNs within this specialty) with three selections made with target start work date on September 14, 2024

##### ➤ OR Unit-

- 1 FTE Vacancies (1.80% of RNs within this specialty) with selection pending

#### 5) **RN Training Update:**

- The Neonatal Training program is anticipated to open in October, and other training programs will open based on need

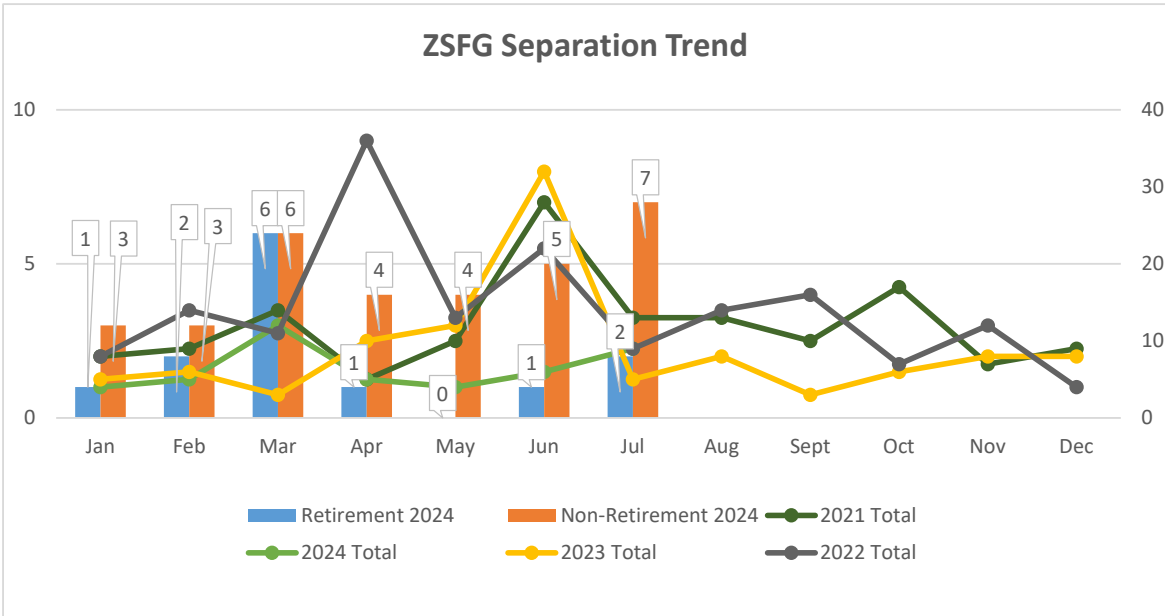
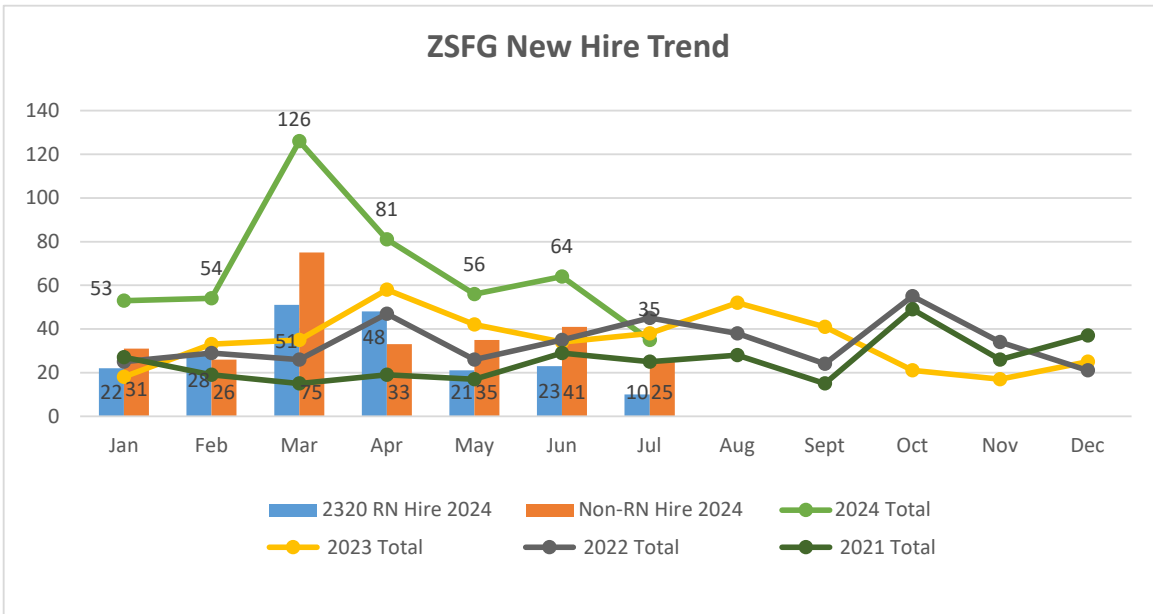
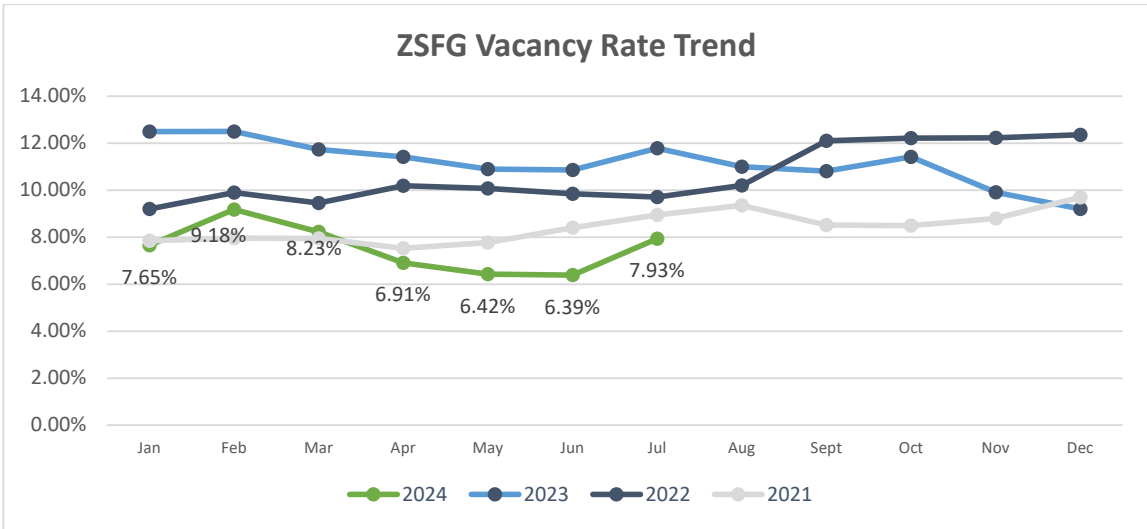
#### 6) **Highlights of ZSFG non-RN hiring:**

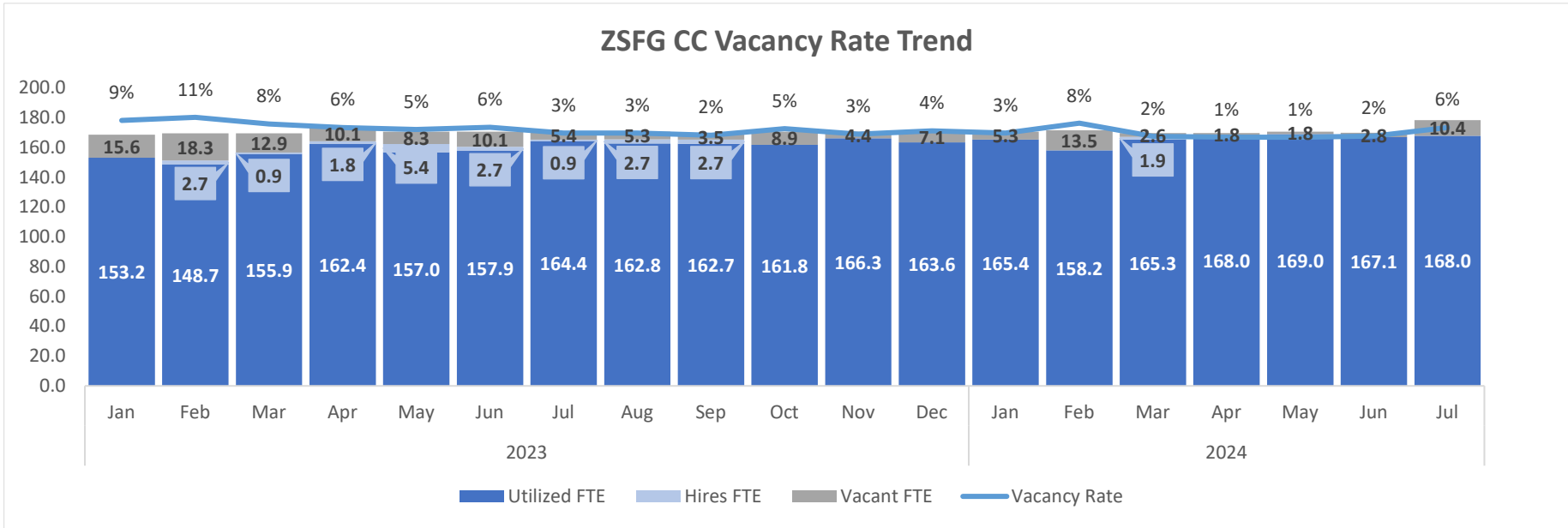
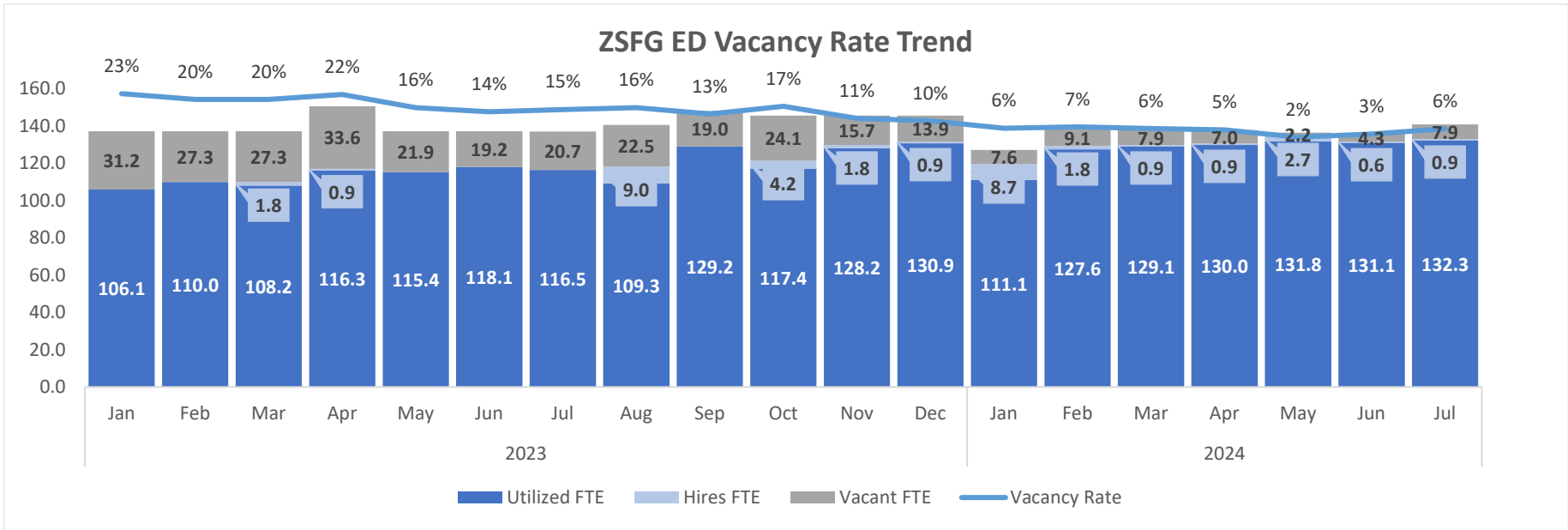
- Three (3) 2903 Hospital Eligibility Workers
- Two (2) 2471 Radiologic Technologists I, II, III
- One (1) 2548 Occupational Therapist
- One (1) 2430 Medical Evaluations Assistant
- One (1) 2930 Psychiatric Social Worker

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
1649	Accountant II (Accountant Intern)	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
1840	Junior Management Assistant	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
2408	Senior Pharmacy Helper	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
2524	Senior Morgue Attendant	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
2588	Health Worker IV	100%	0.0	1.0	Interviews in progress/Pending Selection	30 days
2620	Food Service Mgr Administrator	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
1825	Principal Administrative Anlyst II	100%	0.0	1.0	Pending Requisition approval	5-10 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	Pending Announcement/Exam Administration	60-90 days
3417	Gardener	60%	1.0	1.5	Interviews in progress/Pending Selection	30 days
2540	Audiologist	52%	1.0	1.1	Pending Announcement/Exam Administration	60-90 days
0943	Manager VIII	50%	1.0	1.0	Pending Announcement/Exam Administration	60-90 days
1408	Principal Clerk	50%	2.0	2.0	Pending Requisition approval	5-10 days
2392	Sr CPD Technician	50%	1.0	1.0	Pending Announcement/Exam Administration	60-90 days
5506	Project Manager III	50%	1.0	1.0	Pending Requisition approval	5-10 days
0931	Manager III	40%	6.0	4.0	Pending Requisition approval	5-10 days
2310	Surgical Procedures Technician	37%	13.9	8.1	Interviews in progress/Pending Selection	30 days
0933	Manager V	33%	2.0	1.0	Pending Requisition approval	5-10 days
0942	Manager VII	33%	2.0	1.0	Pending Requisition approval	5-10 days
1822	Administrative Analyst	33%	2.0	1.0	Interviews in progress/Pending Selection	30 days
2496	Radiologic Technologist Supv	29%	5.0	2.0	Pending Announcement/Exam Administration	60-90 days
2119	Health Care Analyst	28%	13.0	5.0	Interviews in progress/Pending Selection	30 days
2305	Psychiatric Technician	27%	32.2	12.2	Interviews in progress/Pending Selection	30 days
1406	Senior Clerk	27%	30.6	11.2	Interviews in progress/Pending Selection	30 days
2314	Public Health Team Leader	25%	17.8	6.0	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 I	25%	3.0	1.0	Interviews in progress/Pending Selection	30 days
2591	Health Program Coordinator II	25%	3.0	1.0	Interviews in progress/Pending Selection	30 days
2473	Diagnostic Medical Sonographer I, II	22%	3.8	1.1	Interviews in progress/Pending Selection	30 days
0941	Manager VI	20%	4.0	1.0	Interviews in progress/Pending Selection	30 days
1635	Health Care Billing Clerk I	20%	4.0	1.0	Pending Announcement/Exam Administration	60-90 days
2593	Health Program Coordinator III	19%	13.0	3.0	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
2909	Hospital Eligibility Worker Supv	17%	10.0	2.0	Pending Requisition Request by Hiring Manager	30 days
0923	Manager II	14%	6.0	1.0	Interviews in progress/Pending Selection	30 days
1632	Senior Account Clerk	14%	6.0	1.0	Pending Requisition Request by Hiring Manager	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 Requisition approval	5-10 days
2105	Patient Services Finance Tech	14%	7.0	1.1	Pending Requisition Request by Hiring Manager	30 days
2586	Health Worker II	13%	61.0	9.5	Pending Requisition approval	5-10 days
7334	Stationary Engineer	12%	23.0	3.0	Interviews in progress/Pending Selection	30 days
2622	Dietetic Technician	11%	5.0	0.6	Pending Requisition approval	5-10 days
2312	Licensed Vocational Nurse	11%	46.0	5.5	Interviews in progress/Pending Selection	30 days
2654	Cook	10%	9.0	1.0	Interviews in progress/Pending Selection	30 days
1429	Nurses Staffing Assistant	10%	10.8	1.2	Pending Requisition Request by Hiring Manager	30 days
2328	Nurse Practitioner	10%	72.5	7.6	Pending Announcement/Exam Administration	60-90 days

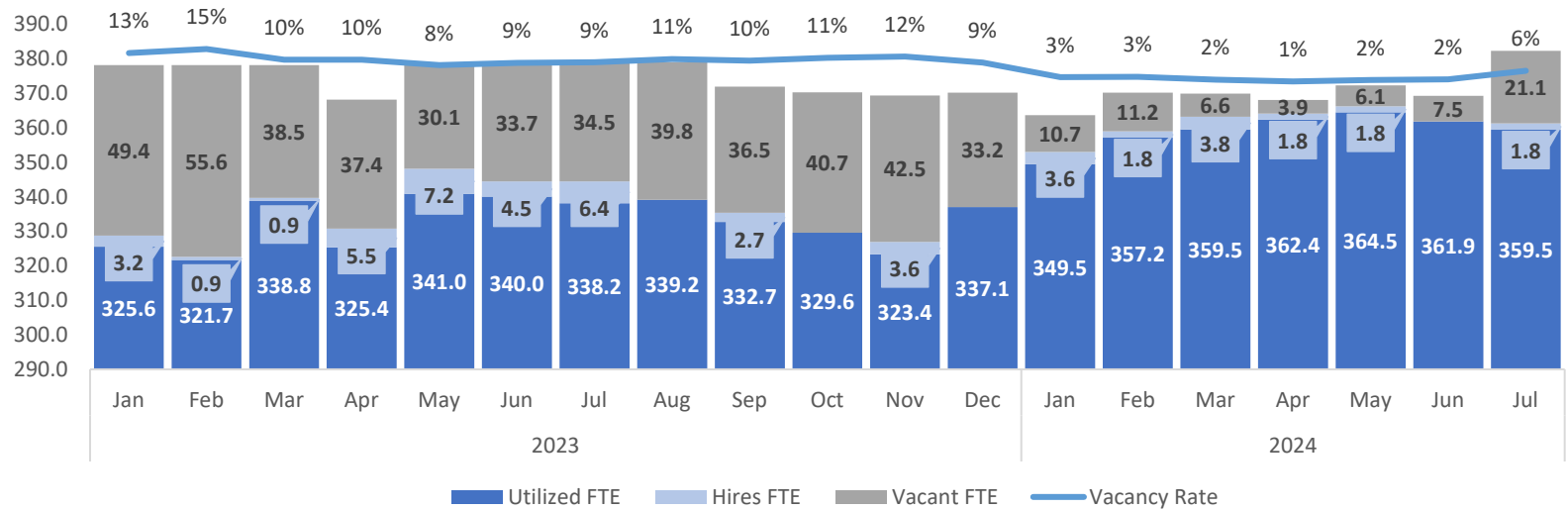
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1649	Accountant II (Accountant Intern)	1.0	0.0	1.0	100%
1840	Junior Management Assistant	1.0	0.0	1.0	100%
2408	Senior Pharmacy Helper	1.0	0.0	1.0	100%
2524	Senior Morgue Attendant	1.0	0.0	1.0	100%
2588	Health Worker IV	1.0	0.0	1.0	100%
2620	Food Service Mgr Administrator	1.0	0.0	1.0	100%
2822	Health Educator	3.0	0.0	3.0	100%
7236	Locksmith Supervisor 1	1.0	0.0	1.0	100%
1825	Principal Administrative Anlyst II	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%
3417	Gardener	2.5	1.0	1.5	60%
2540	Audiologist	2.1	1.0	1.1	52%
0943	Manager VIII	2.0	1.0	1.0	50%
1408	Principal Clerk	4.0	2.0	2.0	50%
2392	Sr CPD Technician	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%
2310	Surgical Procedures Technician	22.0	13.9	8.1	37%
0933	Manager V	3.0	2.0	1.0	33%
0942	Manager VII	3.0	2.0	1.0	33%
1822	Administrative Analyst	3.0	2.0	1.0	33%
2496	Radiologic Technologist Supv	7.0	5.0	2.0	29%
2119	Health Care Analyst	18.0	13.0	5.0	28%
2305	Psychiatric Technician	44.4	32.2	12.2	27%
1406	Senior Clerk	41.8	30.6	11.2	27%
2314	Public Health Team Leader	23.8	17.8	6.0	25%
2453	Supervising Pharmacist	8.0	6.0	2.0	25%
2585	Health Worker I	4.0	3.0	1.0	25%
2591	Health Program Coordinator II	4.0	3.0	1.0	25%
2473	Diagnostic Medical Sonographer I, II, III	4.9	3.8	1.1	22%
0941	Manager VI	5.0	4.0	1.0	20%
1635	Health Care Billing Clerk I	5.0	4.0	1.0	20%
2593	Health Program Coordinator III	16.0	13.0	3.0	19%
1636	Health Care Billing Clerk II	18.0	15.0	3.0	17%
2909	Hospital Eligibility Worker Supv	12.0	10.0	2.0	17%
0923	Manager II	7.0	6.0	1.0	14%
1632	Senior Account Clerk	7.0	6.0	1.0	14%
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%
2586	Health Worker II	70.5	61.0	9.5	13%
7334	Stationary Engineer	26.0	23.0	3.0	12%
2622	Dietetic Technician	5.6	5.0	0.6	11%
2312	Licensed Vocational Nurse	51.5	46.0	5.5	11%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2654	Cook	10.0	9.0	1.0	10%
1429	Nurses Staffing Assistant	12.0	10.8	1.2	10%
2328	Nurse Practitioner	80.1	72.5	7.6	10%
1708	Senior Telephone Operator	12.0	11.0	1.0	9%
2604	Food Service Worker	53.1	48.6	4.5	8%
2920	Medical Social Worker	33.7	30.9	2.8	8%
2218	Physician Assistant	9.7	8.9	0.8	8%
2330	Anesthetist	13.4	12.3	1.1	8%
2556	Physical Therapist	25.4	23.4	2.0	8%
2409	Pharmacy Technician	57.5	53.0	4.5	8%
1428	Unit Clerk	48.3	44.5	3.8	8%
2903	Hospital Eligibility Worker	128.2	118.7	9.5	7%
2930	Behavioral Health Clinician	19.5	18.1	1.4	7%
2430	Medical Evaluations Assistant	168.3	156.5	11.8	7%
2320	Registered Nurse	1061.4	996.2	65.3	6%
2550	Sr Occupational Therapist	2.0	1.9	0.1	5%
2471	Radiologic Technologist I, II, III	23.9	22.9	1.0	4%
2424	X-Ray Laboratory Aide	34.9	33.5	1.4	4%
1637	Patient Accounts Clerk	27.0	26.0	1.0	4%
2736	Porter	199.5	192.5	7.0	4%
2587	Health Worker III	28.5	27.5	1.0	4%
2908	Senior Hospital Eligibility Worker	75.6	73.6	2.0	3%
2322	Nurse Manager	40.0	39.0	1.0	3%
2468	Diagnostic Imaging Tech II	28.0	27.5	0.6	2%
2303	Patient Care Assistant	194.0	190.5	3.5	2%





### ZSFG MS Vacancy Rate Trend



### ZSFG OR Vacancy Rate Trend

