

## Submitted to the Joint Conference Committee (September 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 by **1.9%** to **12.10%** as of September 2022, which is up from 10.20% in August 2022. We've hired a total of twenty-four (24) employees between September 1 and September 30, 2022, in various classifications including RNs and had sixteen (16) separations during the same period of which four (4) were retirements.
- 2) RN vacancy rate increased **2.63%** to **10.7%** from **8.13%** this past month.  
To mitigate challenges in hiring nurses:
  - Continuing to direct hire using the Mayor Declaration of emergency for RN permanent positions, which speeds up selection process. We have until December 31, 2022 to complete all hires under the emergency declaration, which ended on July 8, 2022.
  - Host regular hiring events for immediate offers
- 3) HR conducts weekly/monthly vacancy meetings with the hospital executive team, or Program Managers, to review hiring plan.
- 4) **RN hiring status update:**
  - Emergency Care Unit-
    - Eleven (11) Experienced vacancies (19.04% of RNs in this specialty)
    - Seven (7) Training vacancies
  - Critical Care Unit –
    - 2 (2) Experience vacancy (1.35% of RNs in this specialty)
    - Five (5) Training Vacancies
  - Med-Surgical Unit-
    - Twelve (12) Experience vacancies (8.85% of RNs in this specialty)
  - OR Unit-
    - Zero (0) Experienced vacancies (13.53% of RNs within this specialty)
    - Five (5) Training vacancies
- 5) **RN Training Update:**
  - ED next class is scheduled for 11/14/22, ten (10) participants.
  - ICU net class is targeted for 11/28/22, six (6) participants.
- 6) In Critical Care and Emergency, the preliminary findings from the recruiters and candidates on why offers are declined after applying to our opening. The schedules inflexibility, lack of communication about the hiring process and next steps, felt rushed in making decision after offer, were only interested in Per Diem positions, never received notification to respond with interest.
- 7) Recruiters and Operations managers met to discuss findings within HR Operations control. We will begin working on processes to eliminate gaps and increase customer service for the applicant. Also, looking into implementing a hiring survey to applicants and new hires following an interview and/or onboarding, sharing their experiences to understand areas for improvement.

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
933	Manager V	2.0	0.0	2.0	100%
1630	Account Clerk	1.0	0.0	1.0	100%
1664	Patient Accounts Manager	1.0	0.0	1.0	100%
1840	Junior Management Assistant	1.0	0.0	1.0	100%
4322	Cashier 3	1.0	0.0	1.0	100%
5177	Safety Officer	1.0	0.0	1.0	100%
6138	Industrial Hygienist	1.0	0.0	1.0	100%
6139	Sr Industrial Hygienist	1.0	0.0	1.0	100%
7205	Chief Stationary Engineer	2.0	0.0	2.0	100%
9910	Health Worker II (Interpreter Trainee)	10.0	1.0	9.0	90%
1635	Health Care Billing Clerk I	6.0	1.0	5.0	83%
2558	Senior Physical Therapist	3.0	1.0	2.0	67%
2591	Health Program Coordinator II	3.0	1.0	2.0	67%
922	Manager I	6.0	3.0	3.0	50%
1649	Accountant II (Accountant Intern)	4.0	2.0	2.0	50%
2520	Morgue Attendant	1.0	0.5	0.5	50%
2554	Therapy Aide	4.0	2.0	2.0	50%
2585	Health Worker I	4.0	2.0	2.0	50%
2656	Chef	2.0	1.0	1.0	50%
5506	Project Manager III	2.0	1.0	1.0	50%
2740	Porter Supervisor I	9.0	5.0	4.0	44%
931	Manager III	12.0	7.0	5.0	42%
1934	Storekeeper	5.0	3.0	2.0	40%
2586	Health Worker II	76.5	47.0	29.5	39%
2105	Patient Services Finance Tech	8.0	5.0	3.0	38%
2119	Health Care Analyst	17.0	11.0	6.0	35%
2310	Surgical Procedures Technician	21.0	13.9	7.1	34%
1404	Clerk	3.0	2.0	1.0	33%
1662	Patient Accounts Asst Supv	3.0	2.0	1.0	33%
1822	Administrative Analyst	3.0	2.0	1.0	33%
2822	Health Educator	3.0	2.0	1.0	33%
2606	Senior Food Service Worker	7.0	5.0	2.0	29%
1636	Health Care Billing Clerk II	18.0	13.0	5.0	28%
2314	Public Health Team Leader	23.8	17.8	6.0	25%
1093	IT Operations Support Admin III	4.0	3.0	1.0	25%
1824	Principal Administrative Analyst	4.0	3.0	1.0	25%
1942	Assistant Materials Coordinator	4.0	3.0	1.0	25%
1950	Assistant Purchaser	4.0	3.0	1.0	25%
2785	Assistant General Services Mgr	4.0	3.0	1.0	25%
7524	Institution Utility Worker	4.0	3.0	1.0	25%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2323	Clinical Nurse Specialist	9.0	7.0	2.0	22%
1406	Senior Clerk	41.8	32.6	9.3	22%
2587	Health Worker III	28.0	22.0	6.0	21%
2473	Diagnostic Medical Sonographer I, II, III	4.8	3.8	1.0	21%
941	Manager VI	5.0	4.0	1.0	20%
2593	Health Program Coordinator III	15.0	12.0	3.0	20%
7334	Stationary Engineer	26.0	21.0	5.0	19%
2908	Senior Hospital Eligibility Worker	73.6	59.6	14.0	19%
2305	Psychiatric Technician	42.6	36.1	6.5	15%
2322	Nurse Manager	41.0	35.0	6.0	15%
1654	Accountant III	7.0	6.0	1.0	14%
2406	Pharmacy Helper	7.0	6.0	1.0	14%
2496	Radiologic Technologist Supv	7.0	6.0	1.0	14%
2471	Radiologic Technologist I, II, III	17.9	15.4	2.5	14%
2450	Pharmacist	29.5	25.8	3.7	13%
1429	Nurses Staffing Assistant	12.0	10.5	1.5	13%
2453	Supervising Pharmacist	8.0	7.0	1.0	13%
2312	Licensed Vocational Nurse	55.1	48.5	6.6	12%
2930	Behavioral Health Clinician	16.5	14.6	1.9	12%
2320	Registered Nurse	1020.2	907.4	112.8	11.06%
2328	Nurse Practitioner	85.0	75.8	9.2	11%
2622	Dietetic Technician	5.6	5.0	0.6	11%
2903	Hospital Eligibility Worker	122.8	110.0	12.8	10%
2624	Dietitian	10.0	9.0	1.0	10%
2654	Cook	10.0	9.0	1.0	10%
2409	Pharmacy Technician	57.5	52.0	5.5	10%
2325	Nurse Midwife	3.2	2.9	0.3	9%
1708	Senior Telephone Operator	12.0	11.0	1.0	9%
2548	Occupational Therapist	17.6	16.1	1.5	9%
2324	Nursing Supervisor	12.0	11.0	1.0	8%
2909	Hospital Eligibility Worker Supv	12.0	11.0	1.0	8%
2303	Patient Care Assistant	194.7	179.6	15.1	8%
2430	Medical Evaluations Assistant	170.6	157.8	12.8	7%
2330	Anesthetist	13.4	12.5	0.9	7%
2556	Physical Therapist	24.4	22.9	1.6	6%
2736	Porter	191.5	183.2	8.3	4%
1428	Unit Clerk	48.3	46.4	1.9	4%
2920	Medical Social Worker	36.7	35.6	1.1	3%
2454	Clinical Pharmacist	35.5	34.5	1.0	3%
2604	Food Service Worker	54.1	53.0	1.1	2%

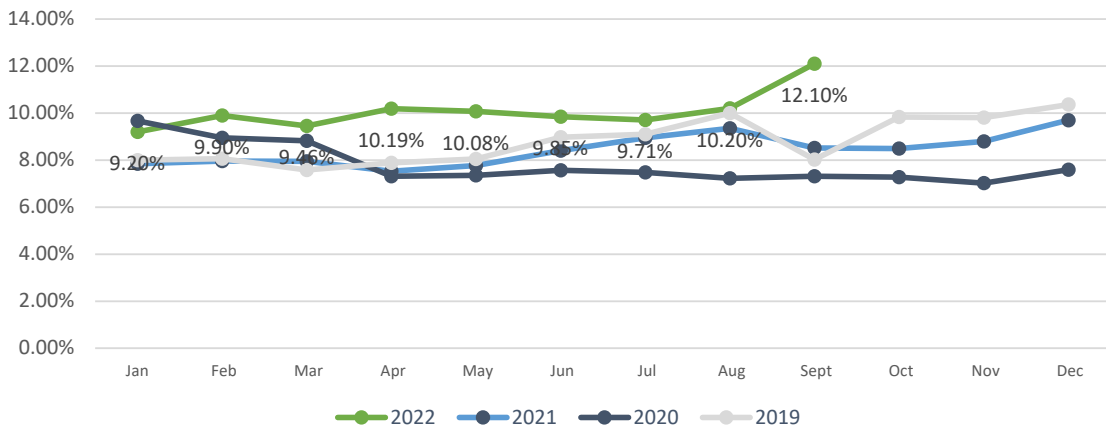
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2468	Diagnostic Imaging Tech II	32.0	31.5	0.6	2%
2542	Speech Pathologist	6.2	6.2	0.0	0%
923	Manager II	7.0	7.0	0.0	0%
942	Manager VII	3.0	3.0	0.0	0%
943	Manager VIII	1.0	1.0	0.0	0%
1052	IS Business Analyst	1.0	1.0	0.0	0%
1165	Manager, DPH	1.0	1.0	0.0	0%
1167	Physician Administrator	1.0	1.0	0.0	0%
1408	Principal Clerk	2.0	2.0	0.0	0%
1410	Chief Clerk	3.0	3.0	0.0	0%
1632	Senior Account Clerk	6.0	6.0	0.0	0%
1637	Patient Accounts Clerk	27.0	27.0	0.0	0%
1652	Accountant II	1.0	1.0	0.0	0%
1657	Senior Systems Accountant	3.0	3.0	0.0	0%
1663	Patient Accounts Supervisor	5.0	5.0	0.0	0%
1710	Chief Telephone Operator	1.0	1.0	0.0	0%
1823	Senior Administrative Analyst	3.0	3.0	0.0	0%
1922	Senior Inventory Clerk	1.0	1.0	0.0	0%
1932	Assistant Storekeeper	17.0	17.0	0.0	0%
1936	Senior Storekeeper	1.0	1.0	0.0	0%
1938	Stores & Equipment Asst Supv	1.0	1.0	0.0	0%
2106	Medical Staff Svcs-Specialist	3.0	3.0	0.0	0%
2107	Medical Staff Svcs-Analyst	2.0	2.0	0.0	0%
2110	Medical Records Clerk	3.0	3.0	0.0	0%
2112	Medical Records Technician	4.0	4.0	0.0	0%
2114	Medical Records Tech-Supv	1.0	1.0	0.0	0%
2202	Dental Aide	2.0	2.0	0.0	0%
2218	Physician Assistant	8.1	8.1	0.0	0%
2302	Nursing Assistant	4.0	4.0	0.0	0%
2326	Nursing Supervisor - Psych	1.0	1.0	0.0	0%
2390	CPD Technician	24.8	24.8	0.0	0%
2392	Sr CPD Technician	2.0	2.0	0.0	0%
2408	Senior Pharmacy Helper	1.0	1.0	0.0	0%
2424	X-Ray Laboratory Aide	34.5	34.5	0.0	0%
2436	Electroencephalograph Tech I	2.0	2.0	0.0	0%
2467	Diagnostic Imaging Tech I	24.0	24.0	0.0	0%
2469	Diagnostic Imaging Tech III	3.8	3.8	0.0	0%
2470	Diagnostic Imaging Tech IV	7.2	7.2	0.0	0%
2472	Radiologic Technologist Lead	3.0	3.0	0.0	0%
2514	Orthopedic Technician I	1.0	1.0	0.0	0%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2515	Orthopedic Technician II	1.0	1.0	0.0	0%
2522	Senior Morgue Attendant	1.0	1.0	0.0	0%
2540	Audiologist	1.0	1.0	0.0	0%
2550	Sr Occupational Therapist	2.0	2.0	0.0	0%
2551	MH Treatment Specialist	2.0	2.0	0.0	0%
2555	Physical Therapist Assistant	2.0	2.0	0.0	0%
2589	Health Program Coordinator I	2.0	2.0	0.0	0%
2618	Food Service Supervisor	6.5	6.5	0.0	0%
2619	Senior Food Service Supervisor	1.0	1.0	0.0	0%
2620	Food Service Mgr Administrator	1.0	1.0	0.0	0%
2626	Chief Dietitian	1.0	1.0	0.0	0%
2738	Porter Assistant Supervisor	1.0	1.0	0.0	0%
2770	Senior Laundry Worker	3.0	3.0	0.0	0%
2846	Nutritionist	5.0	5.0	0.0	0%
2924	Medical Social Work Supv	2.0	2.0	0.0	0%
3417	Gardener	2.5	2.5	0.0	0%
3422	Park Section Supervisor	1.0	1.0	0.0	0%
3530	Chaplain	1.0	1.0	0.0	0%
4320	Cashier I	4.0	4.0	0.0	0%
7120	Buildings/Grounds Maint Supe	1.0	1.0	0.0	0%
7203	Buildings/Grounds Maint Supv	2.0	2.0	0.0	0%
7236	Locksmith Supervisor 1	1.0	1.0	0.0	0%
7242	Painter Supervisor I	1.0	1.0	0.0	0%
7262	Maintenance Planner	1.0	1.0	0.0	0%
7335	Sr Stationary Engineer	6.0	6.0	0.0	0%
7342	Locksmith	2.0	2.0	0.0	0%
7344	Carpenter	2.0	2.0	0.0	0%
7345	Electrician	1.0	1.0	0.0	0%
7346	Painter	4.0	4.0	0.0	0%
7347	Plumber	2.0	2.0	0.0	0%
7348	Steamfitter	1.0	1.0	0.0	0%
	<b>Grand Total</b>	<b>3191.7</b>	<b>2805.7</b>	<b>386.1</b>	<b>12.10%</b>

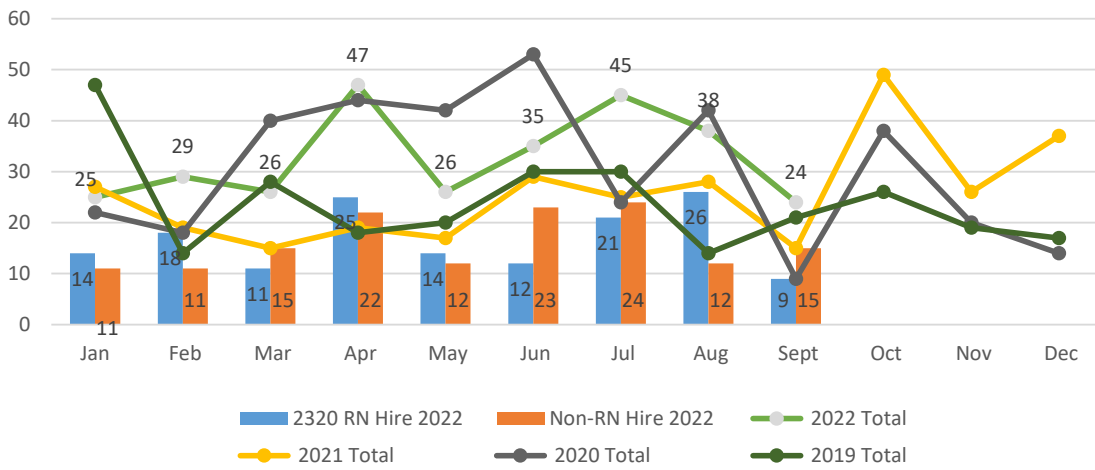
Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
933	Manager V	100%	0.0	2.0	Interviews in Progress/Pending Selection	30
1630	Account Clerk	100%	0.0	1.0	Pending Requisition Approval	5-10
1664	Patient Accounts Manager	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30
1840	Junior Management Assistant	100%	0.0	1.0	Interviews in Progress/Pending Selection	30
4322	Cashier 3	100%	0.0	1.0	Pending Requisition Approval	5-10
5177	Safety Officer	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90
6138	Industrial Hygienist	100%	0.0	1.0	Interviews in progress/Pending Selection	30
6139	Sr Industrial Hygienist	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90
7205	Chief Stationary Engineer	100%	0.0	2.0	Pending Announcement/Exam Administration	60-90
9910	Health Wrkr II (Interpreter Trainee)	90%	1.0	9.0	Pending Announcement/Exam Administration	60-90
1635	Health Care Billing Clerk I	83%	1.0	5.0	Pending Requisition Approval	5-10
2558	Senior Physical Therapist	67%	1.0	2.0	Pending Requisition Approval	5-10
2591	Health Program Coordinator II	67%	1.0	2.0	Interviews in progress/Pending Selection	30
922	Manager I	50%	3.0	3.0	Pending Requisition Request by Hiring Manager	30
1649	Accountant II (Accountant Intern)	50%	2.0	2.0	Onboarding/Hired	10-20
2520	Morgue Attendant	50%	0.5	0.5	Pending Announcement/Exam Administration	60-90
2554	Therapy Aide	50%	2.0	2.0	Pending Requisition Request by Hiring Manager	30
2585	Health Worker I	50%	2.0	2.0	Interviews in progress/Pending Selection	30
2656	Chef	50%	1.0	1.0	Pending Requisition Request by Hiring Manager	30
5506	Project Manager III	50%	1.0	1.0	Pending Requisition Approval	5-10
2740	Porter Supervisor I	44%	5.0	4.0	Interviews in progress/Pending Selection	30
931	Manager III	42%	7.0	5.0	Pending Requisition Approval	5-10
1934	Storekeeper	40%	3.0	2.0	Pending Requisition Request by Hiring Manager	30
2586	Health Worker II	39%	47.0	29.5	Interviews in progress/Pending Selection	30
2105	Patient Services Finance Tech	38%	5.0	3.0	Pending Announcement/Exam Administration	60-90
2119	Health Care Analyst	35%	11.0	6.0	Interviews in Progress/Pending Selection	30
2310	Surgical Procedures Technician	34%	13.9	7.1	Pending Requisition Request by Hiring Manager	30
1404	Clerk	33%	2.0	1.0	Interviews in Progress/Pending Selection	30
1662	Patient Accounts Asst Supv	33%	2.0	1.0	Pending Requisition Request by Hiring Manager	30
1822	Administrative Analyst	33%	2.0	1.0	Pending Requisition Approval	5-10
2822	Health Educator	33%	2.0	1.0	Pending Requisition Request by Hiring Manager	30
2606	Senior Food Service Worker	29%	5.0	2.0	Interviews in Progress/Pending Selection	30
1636	Health Care Billing Clerk II	28%	13.0	5.0	Pending Requisition Approval	5-10
2314	Public Health Team Leader	25%	17.8	6.0	Onboarding/Hired	10-20
1093	IT Operations Support Admin III	25%	3.0	1.0	Interviews in progress/Pending Selection	30
1824	Principal Administrative Analyst	25%	3.0	1.0	Onboarding/Hired	10-20
1942	Assistant Materials Coordinator	25%	3.0	1.0	Interviews in progress/Pending Selection	30
1950	Assistant Purchaser	25%	3.0	1.0	Interviews in progress/Pending Selection	30
2785	Assistant General Services Mgr	25%	3.0	1.0	Pending Announcement/Exam Administration	60-90

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
7524	Institution Utility Worker	25%	3.0	1.0	Pending Requisition Approval	5-10
2323	Clinical Nurse Specialist	22%	7.0	2.0	Pending Requisition Approval	5-10
1406	Senior Clerk	22%	32.6	9.3	Onboarding/Hired	10-20
2587	Health Worker III	21%	22.0	6.0	Onboarding/Hired	10-20
2473	Diagnostic Med Sonographer I,II,III	21%	3.8	1.0	Pending Requisition Request by Hiring Manager	30
941	Manager VI	20%	4.0	1.0	Pending Requisition Request by Hiring Manager	30
2593	Health Program Coordinator III	20%	12.0	3.0	Interviews in progress/Pending Selection	30
7334	Stationary Engineer	19%	21.0	5.0	Pending Announcement/Exam Administration	60-90
2908	Senior Hospital Eligibility Worker	19%	59.6	14.0	Interviews in progress/Pending Selection	30
2305	Psychiatric Technician	15%	36.1	6.5	Pending Announcement/Exam Administration	60-90
2322	Nurse Manager	15%	35.0	6.0	Interviews in Progress/Pending Selection	30
1654	Accountant III	14%	6.0	1.0	Pending Requisition Approval	5-10
2406	Pharmacy Helper	14%	6.0	1.0	Interviews in Progress/Pending Selection	30
2496	Radiologic Technologist Supv	14%	6.0	1.0	Pending Announcement/Exam Administration	60-90
2471	Radiologic Technologist I, II, III	14%	15.4	2.5	Pending Announcement/Exam Administration	60-90
2450	Pharmacist	13%	25.8	3.7	Pending Requisition Request by Hiring Manager	30
1429	Nurses Staffing Assistant	13%	10.5	1.5	Pending Requisition Approval	5-10
2453	Supervising Pharmacist	13%	7.0	1.0	Pending Requisition Request by Hiring Manager	30
2312	Licensed Vocational Nurse	12%	48.5	6.6	Interviews in progress/Pending Selection	30
2930	Behavioral Health Clinicn	12%	14.6	1.9	Pending Requisition Request by Hiring Manager	30
2320	Registered Nurse	11.06%	907.4	112.8	Interviews in Progress/Pending Selection	30
2328	Nurse Practitioner	11%	75.8	9.2	Onboarding/Hired	10-20
2622	Dietetic Technician	11%	5.0	0.6	Interviews in Progress/Pending Selection	30
2903	Hospital Eligibility Worker	10%	110.0	12.8	Interviews in progress/Pending Selection	30
2624	Dietitian	10%	9.0	1.0	Pending Requisition Request by Hiring Manager	30
2654	Cook	10%	9.0	1.0	Interviews in Progress/Pending Selection	30
2409	Pharmacy Technician	10%	52.0	5.5	Pending Requisition Request by Hiring Manager	30

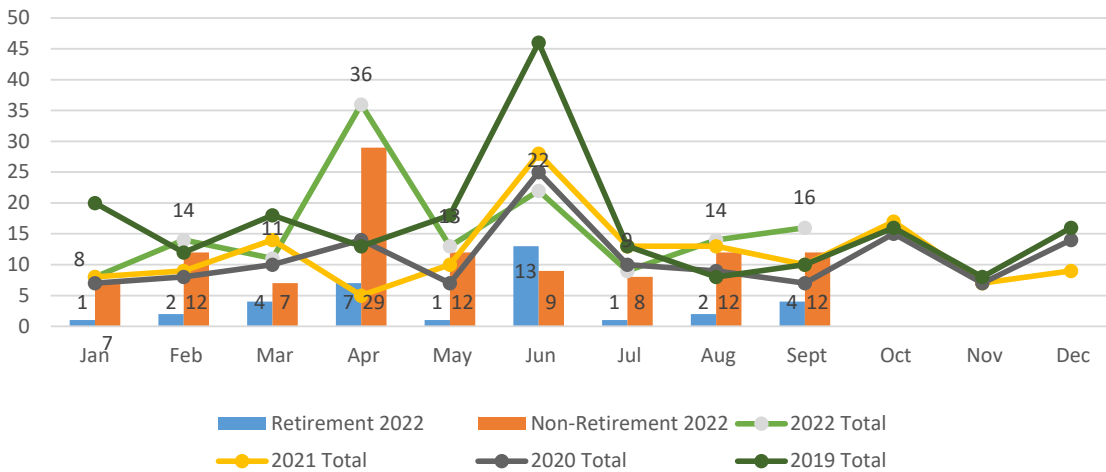
### ZSFG Vacancy Rate Trend



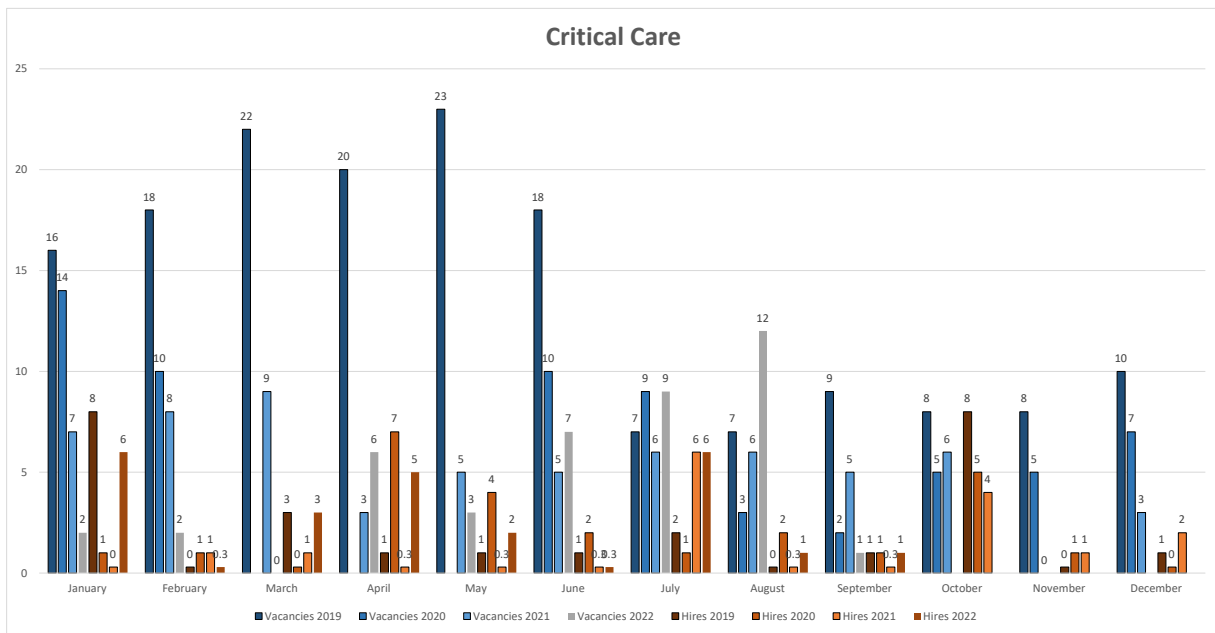
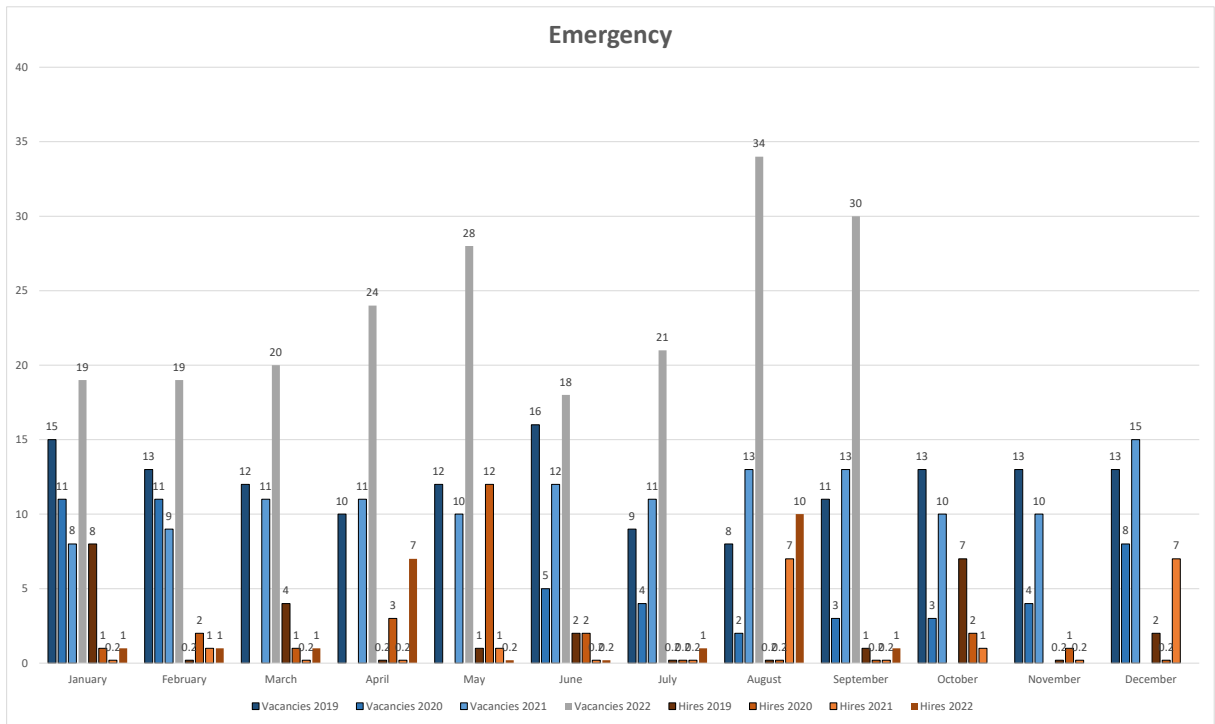
### ZSFG New Hire Trend



### ZSFG Separation Trend



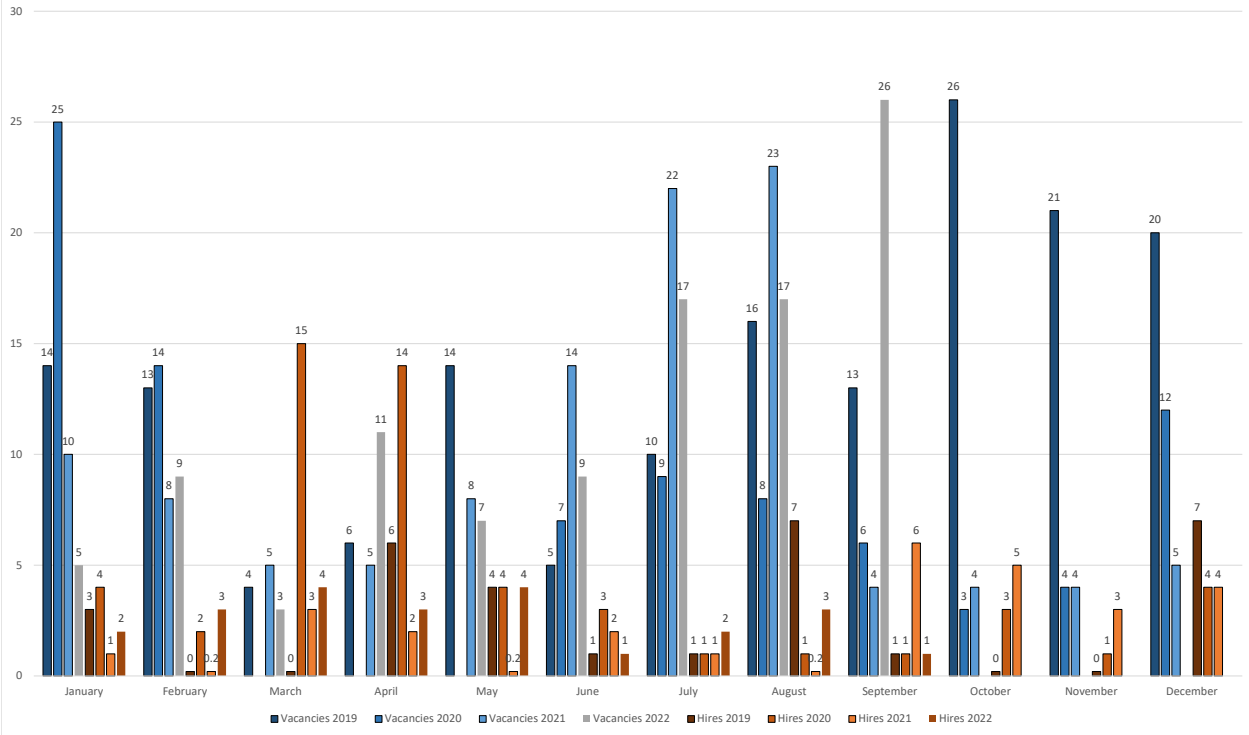




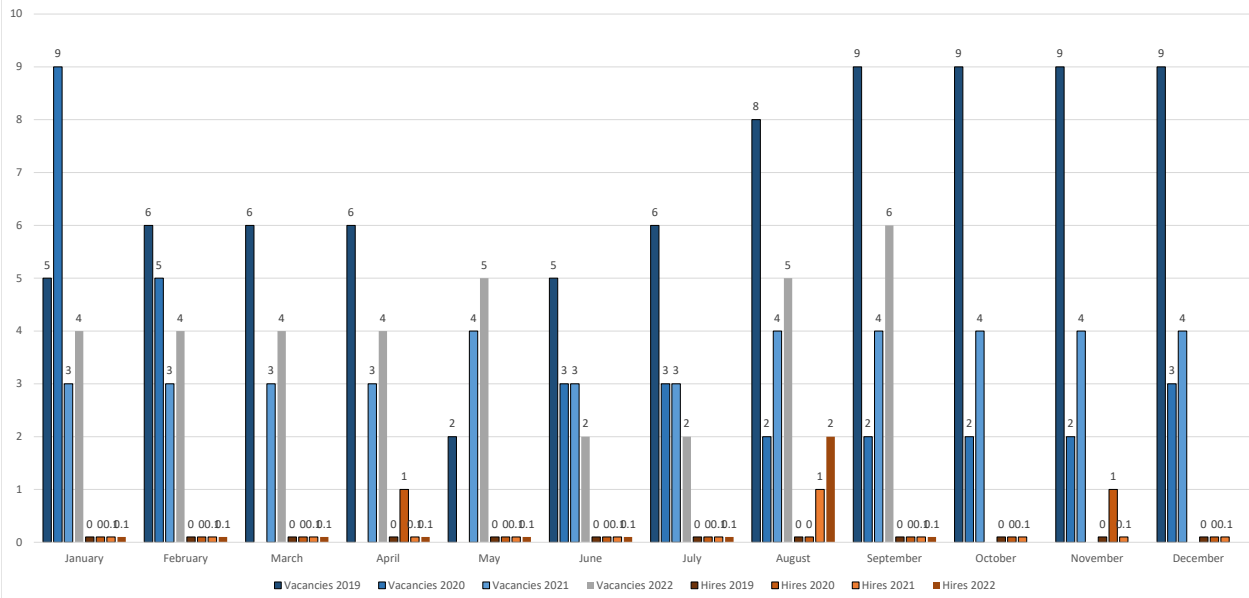
\*Vacancies are based on data reported in JCC Summary.

\*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	8	7	All Filled	N/A
April	All Filled	N/A	7	8	All Filled	N/A
May	All Filled	N/A	6	9	All Filled	N/A
June	All Filled	N/A	8	7	7	1
July	All Filled	N/A	9	6	7	1
August	All Filled	N/A	11	4	7	1
September	All Filled	N/A	11	4	7	1

**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	209	99
April	308	223	85
May	308	257	51
June	308	276	32
July	308	293	15
August	308	299	9
September	308	305	3