

# ZSFG Human Resources Services Report

## Submitted to the Joint Conference Committee (April, 2018)

### Report Contents:

- Vacancy Report
  - Summary of Hiring Status (Vacancy rate over 10%)
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- 1) **Total hospital vacancy rate continue to decrease and we are currently at 8.39% as of April 13, 2018, which is down from 8.42% in March 2018. We continue to hire and a total of thirty-seven (37) hires were made between March 17, 2018 and April 13, 2018 in various classifications including RNs and had eleven (11) separations during the same period of which two (2) were retirements.**
- 2) Conducts monthly meetings with the hospital executive team to review the hiring status of ZSFG positions.
- 3) Current RN hiring status in critical areas:
  - Emergency Care Unit
    - Experience Specialty— Six (6) vacancies to fill. Interviews currently in progress.
    - Training Program- Eight (8) vacancies to fill for the training program scheduled for June 2018.
  - Critical Care Unit -
    - Experience Specialty—Twenty- six (26) vacancies to fill, six (6) selections made with start work dates of March 26 and April 23, 2018. The remaining vacancies are under review to discuss hiring strategies with new Critical Care Director.
    - Training Program— Training program announcement closed March 30, 2018, will be reviewing hiring strategies with new Critical Care Director in anticipation of raining program scheduled for June 2018.
  - Med/Surgical Unit-
    - Experience Specialty— Thirteen (13) current vacancies to fill, seven (7) selections made with tentative start work dates of April 23 and May 7, 2018. Recruitment planning for the remaining thirteen (13) vacancies.
    - Training Program— Training program anticipated to begin mid-summer if vacancies aren't filled from experience specialty.
  - OR Unit:
    - Experience Specialty: Vacancies moved to training specialty.
    - Training program – Six (6) vacancies from experience specialty and will be filled for training program scheduled for August 2018.
- 4) Registered Nurse Training Program announcement opened for two weeks March 16-30, 2018. The specialties opened for the postings were Critical Care, Emergency, and General (Peri-Op, Med/Surg, and Psychiatry). The Recruiter posted and notified UCSF, SFSU, Merritt College, National Black Nurses Association, National Association of Hispanic Nurses, and Jewish Vocational Services of the openings and her recruiting efforts led to a total of **494** applicants received at the time of closing broken down as follows: Emergency: 131, Critical Care: 145, General (Peri-Op, Med/Surg, and Psychiatry): 218.

| Budgeted Class | Job Title                           | Budgeted FTE | Utilized FTE | Vacant FTE | Vacancy Rate |
|----------------|-------------------------------------|--------------|--------------|------------|--------------|
| 2540           | Audiologist                         | 1.00         | 0.00         | 1.00       | 100%         |
| 2608           | Supply Room Attendent               | 1.00         | 0.00         | 1.00       | 100%         |
| 2738           | Porter Assistant Supervisor         | 1.00         | 0.00         | 1.00       | 100%         |
| 1823           | Senior Administrative Analyst       | 2.00         | 1.00         | 1.00       | 50%          |
| 1825           | Principial Administrative Anlyst II | 2.00         | 1.00         | 1.00       | 50%          |
| 2585           | Health Worker I                     | 2.00         | 1.00         | 1.00       | 50%          |
| 2589           | Health Program Coordinator I        | 2.00         | 1.00         | 1.00       | 50%          |
| 2924           | Medical Social Work Supv            | 2.00         | 1.00         | 1.00       | 50%          |
| 7205           | Chief Stationary Engineer           | 2.00         | 1.00         | 1.00       | 50%          |
| 1663           | Patient Accounts Supervisor         | 6.00         | 4.00         | 2.00       | 33%          |
| 0923           | Manager II                          | 8.00         | 6.00         | 2.00       | 25%          |
| 2740           | Porter Supervisor I                 | 8.00         | 6.00         | 2.00       | 25%          |
| 7346           | Painter                             | 4.00         | 3.00         | 1.00       | 25%          |
| 0941           | Manager VI                          | 5.00         | 4.00         | 1.00       | 20%          |
| 2551           | MH Treatment Specialist             | 5.00         | 4.00         | 1.00       | 20%          |
| 2618           | Food Service Supervisor             | 5.00         | 4.00         | 1.00       | 20%          |
| 2586           | Health Worker II                    | 80.30        | 65.03        | 15.27      | 19%          |
| 2654           | Cook                                | 11.00        | 9.00         | 2.00       | 18%          |
| 1652           | Senior Accountant                   | 6.00         | 5.00         | 1.00       | 17%          |
| 2112           | Medical Records Technician          | 26.00        | 21.80        | 4.20       | 16%          |
| 2322           | Nurse Manager                       | 39.00        | 33.00        | 6.00       | 15%          |
| 2310           | Surgical Procedures Technician      | 21.00        | 17.90        | 3.10       | 15%          |
| 2105           | Patient Services Finance Tech       | 15.00        | 13.00        | 2.00       | 13%          |
| 2302           | Nursing Assistant                   | 8.00         | 7.00         | 1.00       | 13%          |
| 2622           | Dietetic Technician                 | 5.00         | 4.40         | 0.60       | 12%          |
| 1932           | Assistant Storekeeper               | 17.00        | 15.00        | 2.00       | 12%          |
| 2903           | Eligibility Worker                  | 62.40        | 55.10        | 7.30       | 12%          |
| 0931           | Manager III                         | 9.00         | 8.00         | 1.00       | 11%          |
| 1636           | Health Care Billing Clerk II        | 27.00        | 24.00        | 3.00       | 11%          |
| 7334           | Stationary Engineer                 | 27.00        | 24.00        | 3.00       | 11%          |
| 2320           | Registered Nurse                    | 966.65       | 860.90       | 105.75     | 11%          |
| 2119           | Health Care Analyst                 | 20.00        | 18.00        | 2.00       | 10%          |
| 2520           | Morgue Attendant                    | 1.00         | 0.90         | 0.10       | 10%          |
| 2920           | Medical Social Worker               | 38.85        | 35.13        | 3.73       | 10%          |
| 2430           | Medical Evaluations Assistant       | 172.08       | 155.73       | 16.35      | 10%          |
| 2328           | Nurse Practitioner                  | 89.85        | 81.34        | 8.51       | 9%           |
| 2908           | Hospital Eligibility Worker         | 82.00        | 75.00        | 7.00       | 9%           |
| 2470           | Diagnostic Imaging Tech IV          | 12.00        | 11.00        | 1.00       | 8%           |
| 2305           | Psychiatric Technician              | 24.80        | 22.80        | 2.00       | 8%           |
| 2587           | Health Worker III                   | 25.00        | 23.00        | 2.00       | 8%           |
| 1406           | Senior Clerk                        | 66.80        | 62.20        | 4.60       | 7%           |
| 1404           | Clerk                               | 31.50        | 29.50        | 2.00       | 6%           |
| 2450           | Pharmacist                          | 31.50        | 29.50        | 2.00       | 6%           |
| 2736           | Porter                              | 188.00       | 176.97       | 11.03      | 6%           |
| 2930           | Behavioral Health Clinician         | 12.50        | 11.78        | 0.72       | 6%           |
| 2468           | Diagnostic Imaging Tech II          | 41.20        | 38.95        | 2.25       | 5%           |

| Budgeted Class | Job Title                        | Budgeted FTE | Utilized FTE | Vacant FTE | Vacancy Rate |
|----------------|----------------------------------|--------------|--------------|------------|--------------|
| 2303           | Patient Care Assistant           | 187.80       | 177.90       | 9.90       | 5%           |
| 2556           | Physical Therapist               | 25.50        | 24.18        | 1.32       | 5%           |
| 2624           | Dietitian                        | 8.00         | 7.60         | 0.40       | 5%           |
| 2409           | Pharmacy Technician              | 53.50        | 50.98        | 2.53       | 5%           |
| 1428           | Unit Clerk                       | 51.50        | 49.40        | 2.10       | 4%           |
| 2454           | Clinical Pharmacist              | 32.50        | 31.50        | 1.00       | 3%           |
| 2604           | Food Service Worker              | 52.60        | 51.00        | 1.60       | 3%           |
| 2312           | Licensed Vocational Nurse        | 42.45        | 41.55        | 0.90       | 2%           |
| 2424           | X-Ray Laboratory Aide            | 34.50        | 34.02        | 0.48       | 1%           |
| 2314           | Public Health Team Leader        | 15.80        | 15.60        | 0.20       | 1%           |
| 2467           | Diagnostic Imaging Tech I        | 32.50        | 32.10        | 0.40       | 1%           |
| 2325           | Nurse Midwife                    | 3.44         | 3.41         | 0.03       | 1%           |
| 2330           | Anesthetist                      | 13.40        | 13.30        | 0.10       | 1%           |
| 1708           | Senior Telephone Operator        | 11.00        | 10.98        | 0.03       | 0%           |
| 2593           | Health Program Coordinator III   | 8.00         | 8.00         | 0.00       | 0%           |
| 2542           | Speech Pathologist               | 5.10         | 5.10         | 0.00       | 0%           |
| 0922           | Manager I                        | 5.00         | 5.00         | 0.00       | 0%           |
| 0932           | Manager IV                       | 2.00         | 2.00         | 0.00       | 0%           |
| 0942           | Manager VII                      | 3.00         | 3.00         | 0.00       | 0%           |
| 0943           | Manager VIII                     | 1.00         | 1.00         | 0.00       | 0%           |
| 1052           | IS Business Analyst              | 1.00         | 1.00         | 0.00       | 0%           |
| 1093           | IT Operations Support Admin III  | 5.00         | 5.00         | 0.00       | 0%           |
| 1165           | Manager, DPH                     | 1.00         | 1.00         | 0.00       | 0%           |
| 1166           | Administrator, DPH               | 1.00         | 1.00         | 0.00       | 0%           |
| 1408           | Principal Clerk                  | 2.00         | 2.00         | 0.00       | 0%           |
| 1429           | Nurses Staffing Assistant        | 12.00        | 12.00        | 0.00       | 0%           |
| 1431           | Senior Unit Clerk                | 3.00         | 3.00         | 0.00       | 0%           |
| 1440           | Medical Transcriber Typist       | 2.00         | 2.00         | 0.00       | 0%           |
| 1630           | Account Clerk                    | 1.00         | 1.00         | 0.00       | 0%           |
| 1632           | Senior Account Clerk             | 7.00         | 7.00         | 0.00       | 0%           |
| 1634           | Principal Account Clerk          | 1.00         | 1.00         | 0.00       | 0%           |
| 1635           | Health Care Billing Clerk I      | 9.00         | 9.00         | 0.00       | 0%           |
| 1637           | Patient Accounts Clerk           | 22.00        | 22.00        | 0.00       | 0%           |
| 1654           | Accountant III                   | 4.00         | 4.00         | 0.00       | 0%           |
| 1657           | Senior Systems Accountant        | 2.00         | 2.00         | 0.00       | 0%           |
| 1662           | Patient Accounts Asst Supv       | 2.00         | 2.00         | 0.00       | 0%           |
| 1664           | Patient Accounts Manager         | 1.00         | 1.00         | 0.00       | 0%           |
| 1710           | Chief Telephone Operator         | 1.00         | 1.00         | 0.00       | 0%           |
| 1822           | Administrative Analyst           | 1.00         | 1.00         | 0.00       | 0%           |
| 1824           | Principal Administrative Analyst | 3.00         | 3.00         | 0.00       | 0%           |
| 1922           | Senior Inventory Clerk           | 1.00         | 1.00         | 0.00       | 0%           |
| 1924           | Materials/Supplies Supervisor    | 1.00         | 1.00         | 0.00       | 0%           |
| 1934           | Storekeeper                      | 3.00         | 3.00         | 0.00       | 0%           |
| 1938           | Stores & Equipment Asst Supv     | 1.00         | 1.00         | 0.00       | 0%           |
| 1942           | Assistant Materials Coordinator  | 3.00         | 3.00         | 0.00       | 0%           |
| 1944           | Materials Coordinator            | 1.00         | 1.00         | 0.00       | 0%           |

| Budgeted Class | Job Title                          | Budgeted FTE | Utilized FTE | Vacant FTE | Vacancy Rate |
|----------------|------------------------------------|--------------|--------------|------------|--------------|
| 1950           | Assistant Purchaser                | 1.00         | 1.00         | 0.00       | 0%           |
| 2106           | Medical Staff Svcs-Specialist      | 3.00         | 3.00         | 0.00       | 0%           |
| 2107           | Medical Staff Svcs-Analyst         | 2.00         | 2.00         | 0.00       | 0%           |
| 2110           | Medical Records Clerk              | 25.60        | 25.60        | 0.00       | 0%           |
| 2114           | Medical Records Tech-Supv          | 6.00         | 6.00         | 0.00       | 0%           |
| 2202           | Dental Aide                        | 2.00         | 2.00         | 0.00       | 0%           |
| 2323           | Clinical Nurse Specialist          | 15.00        | 15.00        | 0.00       | 0%           |
| 2324           | Nursing Supervisor                 | 12.00        | 12.00        | 0.00       | 0%           |
| 2326           | Nursing Supervisor - Psych         | 1.00         | 1.00         | 0.00       | 0%           |
| 2390           | CPD Technician                     | 24.80        | 24.80        | 0.00       | 0%           |
| 2392           | Sr CPD Technician                  | 2.00         | 2.00         | 0.00       | 0%           |
| 2406           | Pharmacy Helper                    | 7.00         | 7.00         | 0.00       | 0%           |
| 2408           | Senior Pharmacy Helper             | 1.00         | 1.00         | 0.00       | 0%           |
| 2436           | Electroencephalograph Tech I       | 2.00         | 2.00         | 0.00       | 0%           |
| 2453           | Supervising Pharmacist             | 7.00         | 7.00         | 0.00       | 0%           |
| 2469           | Diagnostic Imaging Tech III        | 6.80         | 6.80         | 0.00       | 0%           |
| 2496           | Radiologic Technologist Supv       | 6.00         | 6.00         | 0.00       | 0%           |
| 2514           | Orthopedic Technician I            | 1.00         | 1.00         | 0.00       | 0%           |
| 2515           | Orthopedic Technician II           | 1.00         | 1.00         | 0.00       | 0%           |
| 2522           | Senior Morgue Attendant            | 1.00         | 1.00         | 0.00       | 0%           |
| 2548           | Occupational Therapist             | 16.60        | 16.60        | 0.00       | 0%           |
| 2550           | Sr Occupational Therapist          | 2.00         | 2.00         | 0.00       | 0%           |
| 2554           | Therapy Aide                       | 3.98         | 3.98         | 0.00       | 0%           |
| 2555           | Physical Therapist Assistant       | 3.00         | 3.00         | 0.00       | 0%           |
| 2558           | Senior Physical Therapist          | 2.00         | 2.00         | 0.00       | 0%           |
| 2591           | Health Program Coordinator II      | 5.00         | 5.00         | 0.00       | 0%           |
| 2606           | Senior Food Service Worker         | 8.00         | 8.00         | 0.00       | 0%           |
| 2620           | Food Service Mgr Administrator     | 1.00         | 1.00         | 0.00       | 0%           |
| 2626           | Chief Dietitian                    | 1.00         | 1.00         | 0.00       | 0%           |
| 2656           | Chef                               | 1.00         | 1.00         | 0.00       | 0%           |
| 2770           | Senior Laundry Worker              | 3.00         | 3.00         | 0.00       | 0%           |
| 2785           | Assistant General Services Mgr     | 4.00         | 4.00         | 0.00       | 0%           |
| 2820           | Sr Health Program Planner          | 1.00         | 1.00         | 0.00       | 0%           |
| 2822           | Health Educator                    | 4.00         | 4.00         | 0.00       | 0%           |
| 2846           | Nutritionist                       | 5.00         | 5.00         | 0.00       | 0%           |
| 2909           | Hospital Eligibility Worker Supv   | 10.00        | 10.00        | 0.00       | 0%           |
| 2931           | Marriage, Family & Child Counselor | 1.00         | 1.00         | 0.00       | 0%           |
| 3417           | Gardener                           | 2.50         | 2.50         | 0.00       | 0%           |
| 3530           | Chaplain                           | 1.00         | 1.00         | 0.00       | 0%           |
| 4320           | Cashier I                          | 4.00         | 4.00         | 0.00       | 0%           |
| 4321           | Cashier II                         | 1.00         | 1.00         | 0.00       | 0%           |
| 4322           | Cashier 3                          | 1.00         | 1.00         | 0.00       | 0%           |
| 5177           | Safety Officer                     | 1.00         | 1.00         | 0.00       | 0%           |
| 5506           | Project Manager III                | 1.00         | 1.00         | 0.00       | 0%           |
| 6139           | Sr Industrial Hygienist            | 1.00         | 1.00         | 0.00       | 0%           |
| 7120           | Buildings/Grounds Maint Supe       | 1.00         | 1.00         | 0.00       | 0%           |

| Budgeted Class     | Job Title                    | Budgeted FTE   | Utilized FTE   | Vacant FTE    | Vacancy Rate |
|--------------------|------------------------------|----------------|----------------|---------------|--------------|
| 7203               | Buildings/Grounds Maint Supv | 2.00           | 2.00           | 0.00          | 0%           |
| 7236               | Locksmith Supervisor 1       | 1.00           | 1.00           | 0.00          | 0%           |
| 7242               | Painter Supervisor I         | 1.00           | 1.00           | 0.00          | 0%           |
| 7262               | Maintenance Planner          | 1.00           | 1.00           | 0.00          | 0%           |
| 7335               | Sr Stationary Engineer       | 6.00           | 6.00           | 0.00          | 0%           |
| 7342               | Locksmith                    | 2.00           | 2.00           | 0.00          | 0%           |
| 7344               | Carpenter                    | 2.00           | 2.00           | 0.00          | 0%           |
| 7345               | Electrician                  | 1.00           | 1.00           | 0.00          | 0%           |
| 7347               | Plumber                      | 1.00           | 1.00           | 0.00          | 0%           |
| 7348               | Steamfitter                  | 2.00           | 2.00           | 0.00          | 0%           |
| 7450               | Shade and Drapery Wkr        | 1.00           | 1.00           | 0.00          | 0%           |
| 7524               | Institution Utility Worker   | 3.00           | 3.00           | 0.00          | 0%           |
| <b>Grand Total</b> |                              | <b>3128.30</b> | <b>2865.81</b> | <b>262.48</b> | <b>8.39%</b> |

| Budgeted Class | Job Title                           | Vacancy Rate | Utilized FTE | Vacant FTE | Notes  |
|----------------|-------------------------------------|--------------|--------------|------------|--|
| 2540           | Audiologist                         | 100%         | 0.00         | 1.00       | Interviews in progress                                   |
| 2608           | Supply Room Attendent               | 100%         | 0.00         | 1.00       | Pending funding to be repurposed to 2618 in new FY       |
| 2738           | Porter Assistant Supervisor         | 100%         | 0.00         | 1.00       | Interviews in progress                                   |
| 1823           | Senior Administrative Analyst       | 50%          | 1.00         | 1.00       | Pending funding to be repurposed to 0931 in new FY       |
| 1825           | Principal Administrative Analyst II | 50%          | 1.00         | 1.00       | Funding repurposed to 1824, pending announcement posting |
| 2585           | Health Worker I                     | 50%          | 1.00         | 1.00       | Interviews in progress                                   |
| 2589           | Health Program Coordinator I        | 50%          | 1.00         | 1.00       | Interviews in progress                                   |
| 2924           | Medical Social Work Supv            | 50%          | 1.00         | 1.00       | Pending announcement posting                             |
| 7205           | Chief Stationary Engineer           | 50%          | 1.00         | 1.00       | Pending announcement posting                             |
| 1663           | Patient Accounts Supervisor         | 33%          | 4.00         | 2.00       | Interviews in progress                                   |
| 0923           | Manager II                          | 25%          | 6.00         | 2.00       | Exam administration                                      |
| 2740           | Porter Supervisor I                 | 25%          | 6.00         | 2.00       | Interviews in progress                                   |
| 7346           | Painter                             | 25%          | 3.00         | 1.00       | Exam scoring, pending eligible list adoption             |
| 0941           | Manager VI                          | 20%          | 4.00         | 1.00       | Administering Exam                                       |
| 2551           | MH Treatment Specialist             | 20%          | 4.00         | 1.00       | Pending funding to be repurposed to 2548 in new FY       |
| 2618           | Food Service Supervisor             | 20%          | 4.00         | 1.00       | Interviews in progress                                   |
| 2586           | Health Worker II                    | 19%          | 65.03        | 15.27      | Interviews in progress                                   |
| 2654           | Cook                                | 18%          | 9.00         | 2.00       | Interviews in progress                                   |
| 1652           | Senior Accountant                   | 17%          | 5.00         | 1.00       | Pending requisition request/approval                     |
| 2112           | Medical Records Technician          | 16%          | 21.80        | 4.20       | Application review                                       |
| 2322           | Nurse Manager                       | 15%          | 33.00        | 6.00       | Pending requisition request/approval                     |
| 2310           | Surgical Procedures Technician      | 15%          | 17.90        | 3.10       | Pending announcement posting                             |
| 2105           | Patient Services Finance Tech       | 13%          | 13.00        | 2.00       | Interviews in progress                                   |
| 2302           | Nursing Assistant                   | 13%          | 7.00         | 1.00       | Pending referral issuance                                |
| 2622           | Dietetic Technician                 | 12%          | 4.40         | 0.60       | Application review and pending exam administering        |
| 1932           | Assistant Storekeeper               | 12%          | 15.00        | 2.00       | Pending referral issuance                                |
| 2903           | Eligibility Worker                  | 12%          | 55.10        | 7.30       | Interviews in progress                                   |
| 0931           | Manager III                         | 11%          | 8.00         | 1.00       | Administering Exam                                       |
| 1636           | Health Care Billing Clerk II        | 11%          | 24.00        | 3.00       | Announcement posted for recruitment                      |
| 7334           | Stationary Engineer                 | 11%          | 24.00        | 3.00       | Interviews in progress                                   |

| Budgeted Class | Job Title                     | Vacancy Rate | Utilized FTE | Vacant FTE | Notes                          |
|----------------|-------------------------------|--------------|--------------|------------|--------------------------------|
| 2320           | Registered Nurse              | 11%          | 860.90       | 105.75     | Interviews in progress         |
| 2119           | Health Care Analyst           | 10%          | 18.00        | 2.00       | Pending eligible list adoption |
| 2920           | Medical Social Worker         | 10%          | 35.13        | 3.73       | Pending referral issuance      |
| 2430           | Medical Evaluations Assistant | 10%          | 155.73       | 16.35      | Interviews in progress         |