

ZSFG Human Resources Services Report

Submitted to the Joint Conference Committee (June, 2018)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status (Vacancy rate over 10%)
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- 1) Hospital vacancy increased this month and we are currently at 8.91% as of June 13, 2018, which is up from 8.70% in May 2018. We've had some slowdowns in hiring due to upcoming summer months however, we've hired a total of fifteen (15) between May 16, 2018 and June 18, 2018 in various classifications including RNs and had twenty (20) separations during the same period of which five (5) were retirements. We anticipate twenty-two (22) retirements by June 30, 2018 which will impact our vacancy rate for the next month or two.**
- 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— Twenty (20) vacancies to fill, eight (8) will be modified to Training Specialty and interviews to fill remaining vacancies anticipated the first week of July 2018.
 - Training Program- Eight (8) vacancies to fill. Interviews currently in progress in preparation for training program scheduled for August 2018.
 - Critical Care Unit -
 - Experience Specialty—Twenty-one (21) vacancies to fill. Eight (8) selections made thus far with targeted start work dates for July 30, 2018. The remaining thirteen (13) vacancies will be filled with combined applicant pool received from Critical Care Conference Recruiter leads.
 - Training Program— Nine (9) selections made for training specialty. Vacancies modified from Experience Specialty. Training program expected to begin July 30, 2018.
 - Med/Surgical Unit-
 - Experience Specialty— Eighteen (18) vacancies to fill. Recruitment planning in progress with interviews anticipated early August.
 - Training Program— Six (6) vacancies for Training program, interviews scheduled at the end of June 2018 for training program scheduled for late August early September 2018.
 - OR Unit:
 - Experience Specialty: Two (2) vacancies to fill. Interviews to be scheduled the end of June 2018.
 - Training program – Four (4) vacancies to be filled, interviews in progress in preparation for training program scheduled for August 2018.
- 4) Recruiter attended the National Teaching Institute & Critical Care Exposition given by the Association of Critical Care Nurses (AACN) May 22-24, 2018. This conference drew 7000 attendees, with approximately 1500 from California. The Recruiter, along with a Critical Care RN actively engaged and informed approximately 200 RN leads interested in job opportunities with ZSFG. Recruiter reached out to all 200 leads and have received approximately 30 interested in information about applying thus far with more responses coming in daily.

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2608	Supply Room Attendent	1.00	0.00	1.00	100%
2738	Porter Assistant Supervisor	1.00	0.00	1.00	100%
1662	Patient Accounts Asst Supv	2.00	1.00	1.00	50%
1823	Senior Administrative Analyst	2.00	1.00	1.00	50%
1825	Principial Administrative Anlyst II	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%
0923	Manager II	8.00	5.00	3.00	38%
2302	Nursing Assistant	8.00	5.00	3.00	38%
1652	Senior Accountant	6.00	4.00	2.00	33%
7335	Sr Stationary Engineer	6.00	4.00	2.00	33%
2740	Porter Supervisor I	8.00	6.00	2.00	25%
7346	Painter	4.00	3.00	1.00	25%
2310	Surgical Procedures Technician	21.00	15.90	5.10	24%
0941	Manager VI	5.00	4.00	1.00	20%
2551	MH Treatment Specialist	5.00	4.00	1.00	20%
2591	Health Program Coordinator II	5.00	4.00	1.00	20%
2586	Health Worker II	80.30	64.53	15.77	20%
2654	Cook	11.00	9.00	2.00	18%
2846	Nutritionist	5.00	4.10	0.90	18%
1663	Patient Accounts Supervisor	6.00	5.00	1.00	17%
2322	Nurse Manager	39.00	33.00	6.00	15%
7334	Stationary Engineer	27.00	23.00	4.00	15%
1632	Senior Account Clerk	7.00	6.00	1.00	14%
2406	Pharmacy Helper	7.00	6.00	1.00	14%
2930	Behavioral Health Clinician	12.50	10.78	1.72	14%
2903	Eligibility Worker	62.40	54.30	8.10	13%
1406	Senior Clerk	66.80	58.21	8.59	13%
2112	Medical Records Technician	26.00	22.80	3.20	12%
1932	Assistant Storekeeper	17.00	15.00	2.00	12%
2320	Registered Nurse	966.65	854.15	112.50	12%
1636	Health Care Billing Clerk II	27.00	24.00	3.00	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%
2328	Nurse Practitioner	89.85	82.09	7.76	9%
2470	Diagnostic Imaging Tech IV	12.00	11.00	1.00	8%
2314	Public Health Team Leader	15.80	14.60	1.20	8%
2624	Dietitian	8.00	7.40	0.60	8%
2736	Porter	188.00	173.97	14.03	7%
2305	Psychiatric Technician	24.80	23.00	1.80	7%
2430	Medical Evaluations Assistant	172.08	160.03	12.05	7%
2105	Patient Services Finance Tech	15.00	14.00	1.00	7%
1404	Clerk	31.50	29.50	2.00	6%
2450	Pharmacist	31.50	29.50	2.00	6%
2110	Medical Records Clerk	25.60	24.00	1.60	6%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2606	Senior Food Service Worker	8.00	7.50	0.50	6%
2908	Hospital Eligibility Worker	82.00	77.00	5.00	6%
2548	Occupational Therapist	16.60	15.60	1.00	6%
2556	Physical Therapist	25.50	24.18	1.32	5%
2604	Food Service Worker	52.60	50.00	2.60	5%
2409	Pharmacy Technician	53.50	50.98	2.52	5%
1428	Unit Clerk	51.50	49.40	2.10	4%
2303	Patient Care Assistant	187.80	180.20	7.60	4%
2587	Health Worker III	25.00	24.00	1.00	4%
2468	Diagnostic Imaging Tech II	41.20	39.65	1.55	4%
2467	Diagnostic Imaging Tech I	32.50	31.30	1.20	4%
2454	Clinical Pharmacist	32.50	31.50	1.00	3%
2312	Licensed Vocational Nurse	42.45	41.45	1.00	2%
2542	Speech Pathologist	5.10	5.00	0.10	2%
2424	X-Ray Laboratory Aide	34.50	34.10	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%
1824	Principal Administrative Analyst	3.00	3.00	0.00	0%
0922	Manager I	5.00	5.00	0.00	0%
0931	Manager III	9.00	9.00	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%
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%
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%
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%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1944	Materials Coordinator	1.00	1.00	0.00	0%
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%
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%
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%
2540	Audiologist	1.00	1.00	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%
2585	Health Worker I	2.00	2.00	0.00	0%
2618	Food Service Supervisor	5.00	5.00	0.00	0%
2620	Food Service Mgr Administrator	1.00	1.00	0.00	0%
2622	Dietetic Technician	5.00	5.00	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%
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%
7203	Buildings/Grounds Maint Supv	2.00	2.00	0.00	0%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
7205	Chief Stationary Engineer	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%
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%
2593	Health Program Coordinator III	8.00	8.00	0.00	0%
Grand Total		3128.30	2849.50	278.79	8.91%

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
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
1662	Patient Accounts Asst Supv	50%	1.00	1.00	Pending reassignment posting
1823	Senior Administrative Analyst	50%	1.00	1.00	Pending funding to be repurposed to 0931 in new FY
1825	Principial Administrative Anlyst II	50%	1.00	1.00	Funding repurposed to 1824, pending announcement posting
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
0923	Manager II	38%	5.00	3.00	Interviews in progress
2302	Nursing Assistant	38%	5.00	3.00	Pending referral issuance
1652	Senior Accountant	33%	4.00	2.00	Pending requisition request/approval
7335	Sr Stationary Engineer	33%	4.00	2.00	Pending requisition request/approval
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
2310	Surgical Procedures Technician	24%	15.90	5.10	Interviews in progress
2586	Health Worker II	20%	64.53	15.77	Interviews in progress
0941	Manager VI	20%	4.00	1.00	Interviews in progress
2551	MH Treatment Specialist	20%	4.00	1.00	Pending funding to be repurposed to 2548 in new FY
2591	Health Program Coordinator II	20%	4.00	1.00	Pending requisition request by hiring manager
2654	Cook	18%	9.00	2.00	Interviews in progress
2846	Nutritionist	18%	4.10	0.90	Pending reassignment posting
1663	Patient Accounts Supervisor	17%	5.00	1.00	Pending requisition request by hiring manager
2322	Nurse Manager	15%	33.00	6.00	Pending requisition request/approval
7334	Stationary Engineer	15%	23.00	4.00	Pending requisition request by hiring manager
1632	Senior Account Clerk	14%	6.00	1.00	Pending funding to be repurposed to 1654 in new FY
2406	Pharmacy Helper	14%	6.00	1.00	Pending referral issuance
2930	Behavioral Health Clinician	14%	10.78	1.72	Pending funding to be reassigned to SFHN in new FY
2903	Eligibility Worker	13%	54.30	8.10	Interviews in progress
1406	Senior Clerk	13%	58.21	8.59	Interviews in progress
2112	Medical Records Technician	12%	22.80	3.20	Pending referral issuance

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
1932	Assistant Storekeeper	12%	15.00	2.00	Interviews in progress
2320	Registered Nurse	12%	854.15	112.50	Interviews in progress
1636	Health Care Billing Clerk II	11%	24.00	3.00	Interviews in progress
2119	Health Care Analyst	10%	18.00	2.00	Interviews in progress
2920	Medical Social Worker	10%	35.13	3.73	Pending referral issuance