

# ZSFG Human Resources Services Report

## Submitted to the Joint Conference Committee (March, 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 8.42% as of March 13, 2018, which is down from 8.74% in March 2018. We continue to hire and a total of twenty-nine (29) hires were made between February 15, 2018 and March 16, 2018 in various classifications including RNs and had thirteen (13) separations during the same period of which only four (4) 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—No vacancies
    - Training Program- Interviews concluded, six (6) selections made and began training program on March 12, 2018. The remaining four (4) vacancies will be filled for the training program scheduled for June 2018.
  - Critical Care Unit -
    - Experience Specialty—Twenty- four (24) vacancies to fill, (twenty-two (22) in ICU & two (2) in PACU, one (1) vacancy in PACU moved to Peri-Op). Interviews concluded for ICU and four (4) selections made with start work date of March 26, 2018. The remaining vacancies are under review for hiring strategies due to recruitment challenges. For PACU, interviews concluded, two (2) selections made with tentative start work date of April 23, 2018
    - Training Program— Eight (8) vacancies to fill, vacancies will be filled for the training program scheduled or May/June 2018.
  - Med/Surgical Unit-
    - Experience Specialty— Eleven (11) current vacancies to fill, seven (7) selections made from previous vacancies with start dates scheduled between March 26 and April 22, 2018. Recruitment planning for the remaining eleven (11) vacancies.
    - Training Program—No planned training programs in the upcoming months.
  - OR Unit:
    - Experience Specialty: Four (4) vacancies to fill, vacancies under review for hiring strategies due to recruitment challenges. Hiring manager currently working with Recruiter to expand applicant pool.
    - Training program – No planned training programs in the upcoming months.
- 4) RN training program announcement opened and accepting applications March 16, 2018 to March 30, 2018. The specialties opened for this posting are Critical Care, Emergency, 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 we expect 100+ to apply expanding and diversifying our applicant pool.

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2540	Audiologist	1.00	0.00	1.00	100%
2608	Supply Room Attendant	1.00	0.00	1.00	100%
2738	Porter Assistant Supervisor	1.00	0.00	1.00	100%
2931	Marriage, Family & Child Counselor	1.00	0.00	1.00	100%
1654	Accountant III	4.00	2.00	2.00	50%
1823	Senior Administrative Analyst	2.00	1.00	1.00	50%
1825	Principial Administrative Anlyst II	2.00	1.00	1.00	50%
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%
7203	Buildings/Grounds Maint Supv	2.00	1.00	1.00	50%
7205	Chief Stationary Engineer	2.00	1.00	1.00	50%
0942	Manager VII	3.00	2.00	1.00	33%
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%
7334	Stationary Engineer	27.00	22.00	5.00	19%
2586	Health Worker II	80.30	65.73	14.57	18%
2903	Eligibility Worker	62.40	51.10	11.30	18%
2112	Medical Records Technician	26.00	21.80	4.20	16%
2105	Patient Services Finance Tech	15.00	13.00	2.00	13%
2302	Nursing Assistant	8.00	7.00	1.00	13%
2305	Psychiatric Technician	24.80	21.80	3.00	12%
2622	Dietetic Technician	5.00	4.40	0.60	12%
1932	Assistant Storekeeper	17.00	15.00	2.00	12%
0931	Manager III	9.00	8.00	1.00	11%
1635	Health Care Billing Clerk I	9.00	8.00	1.00	11%
1636	Health Care Billing Clerk II	27.00	24.00	3.00	11%
2320	Registered Nurse	966.65	864.50	102.15	11%
2467	Diagnostic Imaging Tech I	32.50	29.10	3.40	10%
2322	Nurse Manager	39.00	35.00	4.00	10%
2310	Surgical Procedures Technician	21.00	18.90	2.10	10%
2909	Hospital Eligibility Worker Supv	10.00	9.00	1.00	10%
2520	Morgue Attendant	1.00	0.90	0.10	10%
2654	Cook	11.00	10.00	1.00	9%
2908	Hospital Eligibility Worker	82.00	75.00	7.00	9%
2470	Diagnostic Imaging Tech IV	12.00	11.00	1.00	8%
2430	Medical Evaluations Assistant	172.08	158.13	13.95	8%
2587	Health Worker III	25.00	23.00	2.00	8%
2920	Medical Social Worker	38.85	36.13	2.73	7%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2328	Nurse Practitioner	89.85	84.04	5.81	6%
1404	Clerk	31.50	29.50	2.00	6%
2450	Pharmacist	31.50	29.50	2.00	6%
2303	Patient Care Assistant	187.80	176.90	10.90	6%
2930	Behavioral Health Clinician	12.50	11.78	0.72	6%
2468	Diagnostic Imaging Tech II	41.20	38.95	2.25	5%
1406	Senior Clerk	66.80	63.20	3.60	5%
2736	Porter	188.00	177.97	10.03	5%
2556	Physical Therapist	25.50	24.18	1.32	5%
2624	Dietitian	8.00	7.60	0.40	5%
2119	Health Care Analyst	20.00	19.00	1.00	5%
2409	Pharmacy Technician	53.50	50.98	2.53	5%
2323	Clinical Nurse Specialist	15.00	14.30	0.70	5%
1428	Unit Clerk	51.50	49.40	2.10	4%
2110	Medical Records Clerk	25.60	24.60	1.00	4%
2454	Clinical Pharmacist	32.50	31.50	1.00	3%
2424	X-Ray Laboratory Aide	34.50	33.52	0.98	3%
2312	Licensed Vocational Nurse	42.45	41.55	0.90	2%
2542	Speech Pathologist	5.10	5.00	0.10	2%
2314	Public Health Team Leader	15.80	15.60	0.20	1%
2604	Food Service Worker	52.60	52.01	0.59	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%
0922	Manager I	5.00	5.00	0.00	0%
0932	Manager IV	2.00	2.00	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%
1637	Patient Accounts Clerk	22.00	22.00	0.00	0%
1652	Senior Accountant	6.00	6.00	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%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
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%
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%
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%
2593	Health Program Coordinator III	8.00	8.00	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%
3417	Gardener	2.50	2.50	0.00	0%
3530	Chaplain	1.00	1.00	0.00	0%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
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%
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>2864.92</b>	<b>263.37</b>	<b>8.42%</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
2931	Marriage, Family & Child Counselor	100%	0.00	1.00	Funding repurposed to 2930, Interviews in progress
1654	Accountant III	50%	2.00	2.00	Pending referral issuance
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
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
7203	Buildings/Grounds Maint Supv	50%	1.00	1.00	Interviews in progress
7205	Chief Stationary Engineer	50%	1.00	1.00	Pending announcement posting
0942	Manager VII	33%	2.00	1.00	Interviews in progress
1663	Patient Accounts Supervisor	33%	4.00	2.00	Interviews in progress
0923	Manager II	25%	6.00	2.00	Announcement posted for recruitment
2740	Porter Supervisor I	25%	6.00	2.00	Pending reassignment process/referral issuance
7346	Painter	25%	3.00	1.00	Exam scoring, pending eligible list adoption
0941	Manager VI	20%	4.00	1.00	Announcement posted for recruitment
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	Pending reassignment process/referral issuance
7334	Stationary Engineer	19%	22.00	5.00	Interviews in progress
2586	Health Worker II	18%	65.73	14.57	Interviews in progress
2903	Eligibility Worker	18%	51.10	11.30	Interviews in progress
2112	Medical Records Technician	16%	21.80	4.20	Announcement posted for recruitment
2105	Patient Services Finance Tech	13%	13.00	2.00	Interviews in progress
2302	Nursing Assistant	13%	7.00	1.00	Pending referral issuance
2305	Psychiatric Technician	12%	21.80	3.00	Pending reassignment process/referral issuance
2622	Dietetic Technician	12%	4.40	0.60	Announcement posted for recruitment
1932	Assistant Storekeeper	12%	15.00	2.00	Pending referral issuance
0931	Manager III	11%	8.00	1.00	Administering Exam

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
1635	Health Care Billing Clerk I	11%	8.00	1.00	Interviews in progress
1636	Health Care Billing Clerk II	11%	24.00	3.00	Pending referral issuance
2320	Registered Nurse	11%	864.50	102.15	Interviews in progress
2467	Diagnostic Imaging Tech I	10%	29.10	3.40	Interviews in progress
2322	Nurse Manager	10%	35.00	4.00	Pending requisition request/approval
2310	Surgical Procedures Technician	10%	18.90	2.10	Pending reassignment process/referral issuance
2909	Hospital Eligibility Worker Supv	10%	9.00	1.00	Interviews in progress