

ZSFG Human Resources Services Report

Submitted to the Joint Conference Committee (October, 2018)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status (Vacancy rate over 10%)
 - Graphs: YTD vacancy rate, new hires and separation
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- 1) Total hospital vacancies increased to 9.31% as of October 10, 2018, which is up from 8.88% in September 2018. We've hired a total of twenty-eight (28) employees between September 15, 2018 and October 10, 2018 in various classifications including RNs and had eleven (11) separations during the same period of which four (4) were retirements.
- 2) HR 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—Seven (7) vacancies to fill with interviews mid-November
 - Training Program – Eight (8) vacancies to fill with anticipated start work date late fall 2018
 - Critical Care Unit -
 - Experience Specialty—Thirty-four (34) vacancies to fill. Five (5) vacancies were hired, or in process with start work dates in October, November and December 2018
 - Training Program- Eight (8) vacancies will be filled for training specialty with tentative start work date late fall 2018
 - ** census being evaluated by finance and nursing administration and 10 FTE vacancies may move to another specialty area in the upcoming months
 - Med/Surgical Unit-
 - Experience Specialty— Seventeen (17) vacancies to fill. Interviews in progress, awaiting selections
 - Training Program— No vacancies
 - OR Unit-
 - Experience Specialty- One (1) vacancy
 - Training program – Two (2) vacancies to fill with anticipated start work date late fall 2018
- 4) Targeted recruitment for **Perinatal Training Program** job announcement anticipated posting date 10/19/2018. External recruitment efforts with Indeed, Nurses Lounge, UCSF, SF State, SJ State and Samuel Merritt College, with 26 candidates thus far with interest.

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- 5) Civil Service Rule Changes adopted last month will lead to a number of hiring changes. **De-Identification** effective 10/15/2018. The De-Identification changes were made to promote fairness, diversity and inclusion to reduce implicit bias in the hiring process. These changes enable redaction of certain identifying candidate information such as name, names of schools attended, and home address when applicable. This means that for the first phase of the hiring process, hiring managers will no longer be able to see the eligible list, names, or other identifying information related to candidates. Additionally, if screening applications, names and other identifying candidate information must be redacted.