

ZSFG Human Resources Services Report

Submitted to the Joint Conference Committee (August 2019)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status (Vacancy rate over 10%)
 - Graphs: YTD vacancy rate, new hires and separation
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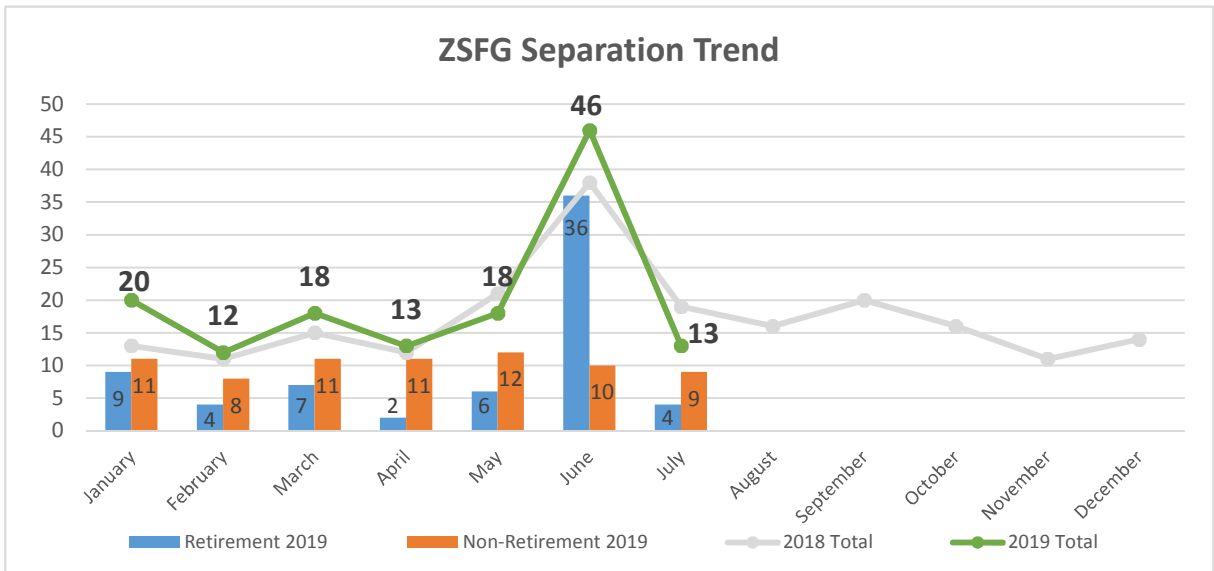
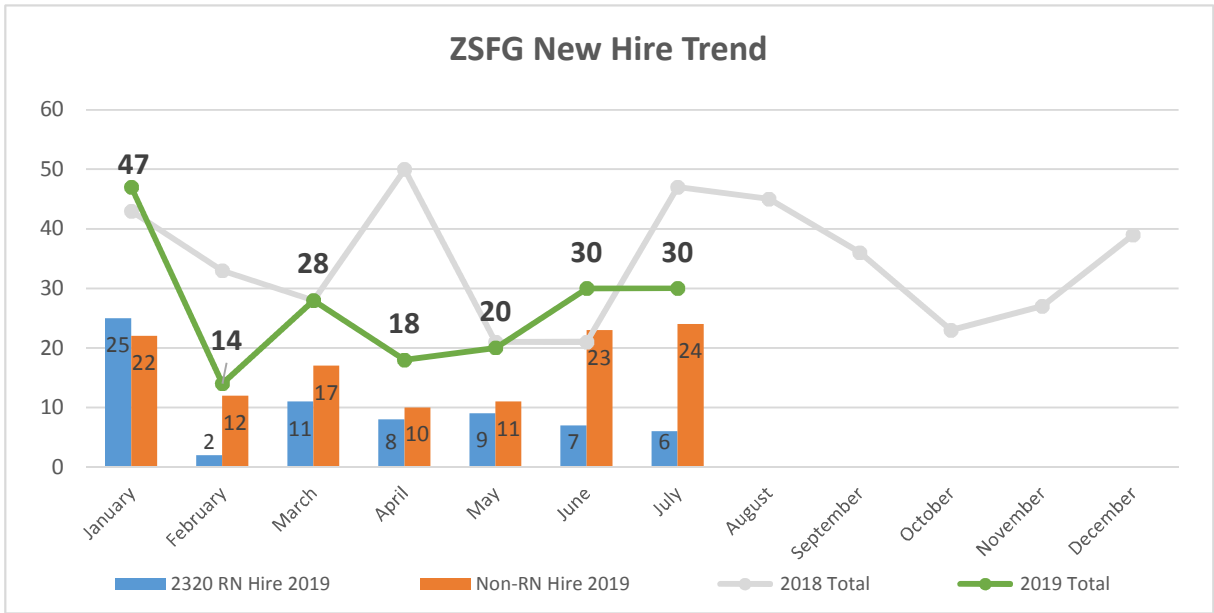
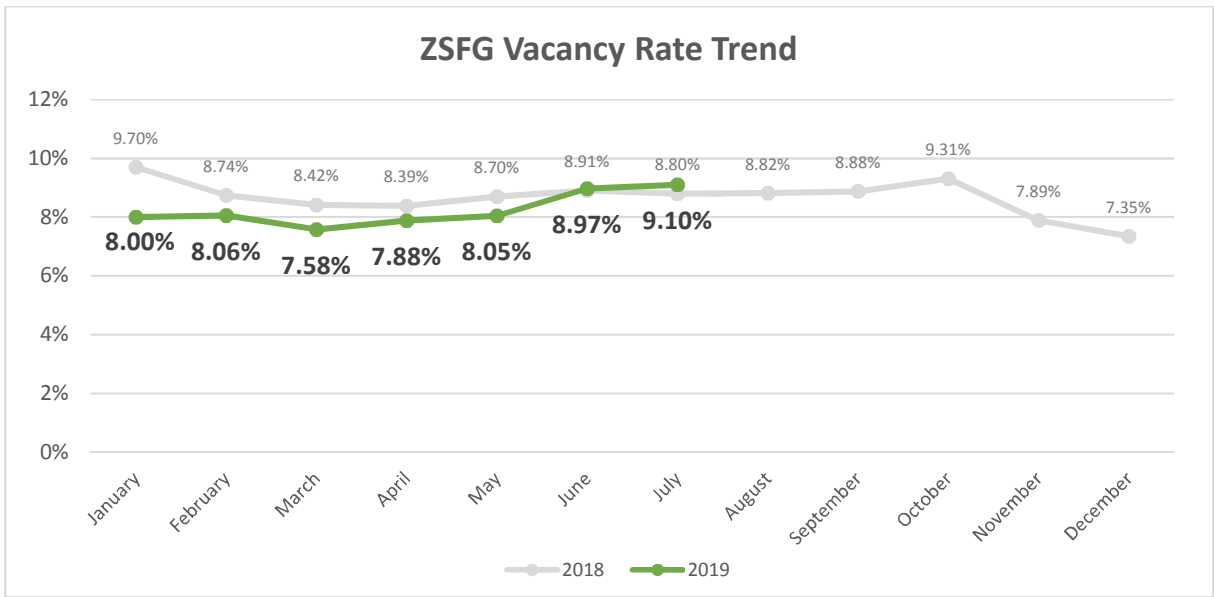
- 1) Total hospital vacancies increased to 9.10% as of July 31, 2019, which is up from 8.97% in June 2019. We've hired a total of thirty (30) employees between July 1, 2019 and July 31, 2019 in various classifications including RNs and had thirteen (13) separations during the same period of which four (4) were retirements. In July, we were preparing for epic launch which slowed down hiring and we experienced a high number of retirements. We expect increased hiring with RN contract modifications in the upcoming months. In July, we invited all external P103 nurses and Travelers Nurses to apply to our permanent positions.
- 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-
 - Overall eight (8) vacancies to fill (12% of RNs in this specialty)
 - Experience Specialty—eight (8) vacancies to fill, with three (3) selections made with start work date of September 9, 2019
 - Training Program – eight (8) candidate selections were made with tentative start work date October 7, 2019
 - Critical Care Unit –
 - Overall seven (7) vacancies to fill (13% of RNs in this specialty)
 - Experience Specialty—five (5) vacancies to fill, eleven (11) selections made this past month with start dates in October 2019
 - Training Program— two (2) vacancies to fill. Six (6) selections were made from internal RN candidates with start date in December 2019
 - Med/Surgical Unit-
 - Overall ten (10) vacancies to fill (5% of RNs within this specialty)
 - Experience Specialty— ten (10) vacancies to fill, nine (9) candidate selections were made last month with August 10 & August 24 start work dates.
 - Training Program— none scheduled
 - OR Unit-
 - Overall six (6) vacancies to fill (15% of RNs within this specialty)
 - Experience Specialty- six (6) vacancies to fill, interviews planned in September 2019
 - Training Program –none scheduled

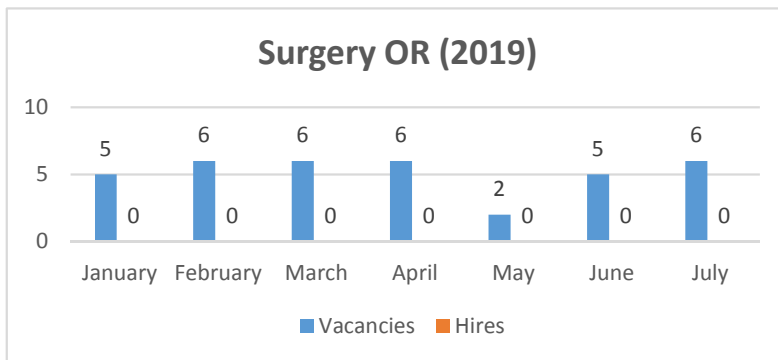
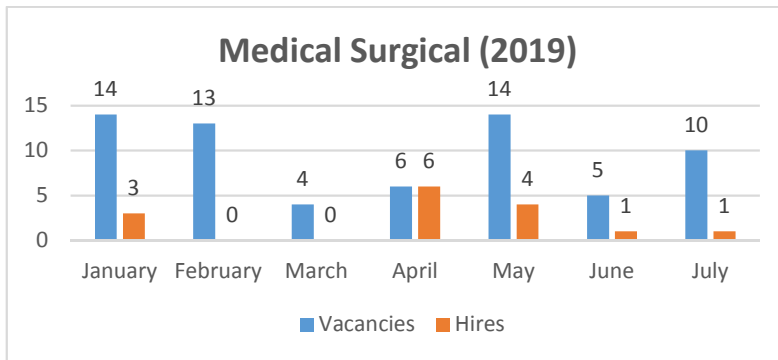
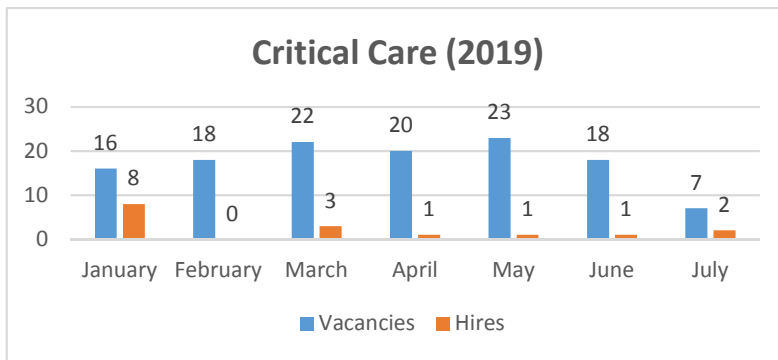
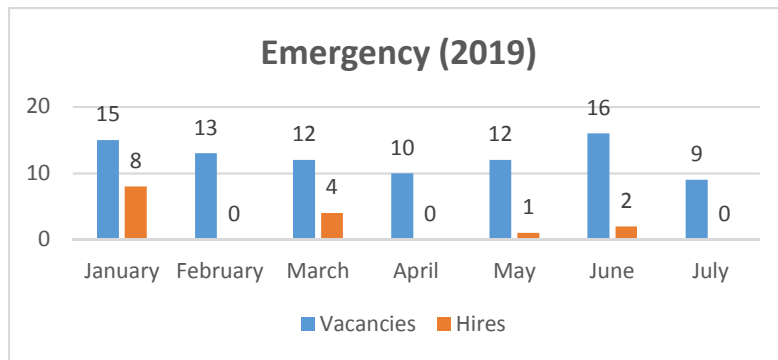
Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1664	Patient Accounts Manager	1.00	0.00	1.00	100%
1924	Materials/Supplies Supervisor	1.00	0.00	1.00	100%
2233	Supervising Physician Specialist	1.00	0.00	1.00	100%
2540	Audiologist	1.00	0.00	1.00	100%
2589	Health Program Coordinator I	2.00	0.00	2.00	100%
2620	Food Service Mgr Administrator	1.00	0.00	1.00	100%
2656	Chef	1.00	0.00	1.00	100%
3422	Park Section Supervisor	1.00	0.00	1.00	100%
5177	Safety Officer	1.00	0.00	1.00	100%
0932	Manager IV	2.00	1.00	1.00	50%
1408	Principal Clerk	2.00	1.00	1.00	50%
1662	Patient Accounts Asst Supv	2.00	1.00	1.00	50%
1663	Patient Accounts Supervisor	6.00	3.00	3.00	50%
1825	Principal Administrative Anlyst II	2.00	1.00	1.00	50%
1824	Principal Administrative Analyst	5.00	3.00	2.00	40%
2618	Food Service Supervisor	6.50	4.00	2.50	38%
1652	Senior Accountant	6.00	4.00	2.00	33%
2114	Medical Records Tech-Supv	6.00	4.00	2.00	33%
7335	Sr Stationary Engineer	6.00	4.00	2.00	33%
2469	Diagnostic Imaging Tech III	6.80	4.80	2.00	29%
1632	Senior Account Clerk	7.00	5.00	2.00	29%
1635	Health Care Billing Clerk I	8.00	6.00	2.00	25%
1657	Senior Systems Accountant	4.00	3.00	1.00	25%
2591	Health Program Coordinator II	4.00	3.00	1.00	25%
2310	Surgical Procedures Technician	21.00	15.90	5.10	24%
1406	Senior Clerk	44.60	34.00	10.60	24%
2740	Porter Supervisor I	9.00	7.00	2.00	22%
2314	Public Health Team Leader	15.80	12.60	3.20	20%
0941	Manager VI	5.00	4.00	1.00	20%
1654	Accountant III	5.00	4.00	1.00	20%
2654	Cook	10.00	8.00	2.00	20%
2909	Hospital Eligibility Worker Supv	10.00	8.00	2.00	20%
0931	Manager III	11.00	9.00	2.00	18%
1428	Unit Clerk	50.50	41.90	8.60	17%
0923	Manager II	6.00	5.00	1.00	17%
2548	Occupational Therapist	17.60	15.00	2.60	15%
2105	Patient Services Finance Tech	14.00	12.00	2.00	14%
2406	Pharmacy Helper	7.00	6.00	1.00	14%
2302	Nursing Assistant	8.00	7.00	1.00	13%
2112	Medical Records Technician	26.00	22.80	3.20	12%
2586	Health Worker II	77.30	68.03	9.27	12%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2930	Behavioral Health Clinician	14.50	12.78	1.72	12%
2920	Medical Social Worker	39.85	35.25	4.60	12%
2587	Health Worker III	26.00	23.00	3.00	12%
2903	Eligibility Worker	95.60	84.80	10.80	11%
1636	Health Care Billing Clerk II	27.00	24.00	3.00	11%
2450	Pharmacist	29.50	26.50	3.00	10%
2593	Health Program Coordinator III	10.00	9.00	1.00	10%
2846	Nutritionist	5.00	4.50	0.50	10%
2320	Registered Nurse	968.15	877.45	90.70	9%
2303	Patient Care Assistant	187.70	170.50	17.20	9%
1637	Patient Accounts Clerk	22.00	20.00	2.00	9%
2328	Nurse Practitioner	92.75	84.44	8.31	9%
2908	Hospital Eligibility Worker	80.00	73.00	7.00	9%
2424	X-Ray Laboratory Aide	34.50	31.50	3.00	9%
2305	Psychiatric Technician	24.80	22.80	2.00	8%
1404	Clerk	25.50	23.50	2.00	8%
2110	Medical Records Clerk	25.60	23.60	2.00	8%
2467	Diagnostic Imaging Tech I	32.40	29.90	2.50	8%
2312	Licensed Vocational Nurse	42.45	39.45	3.00	7%
2330	Anesthetist	13.30	12.40	0.90	7%
2430	Medical Evaluations Assistant	169.08	158.03	11.05	7%
2468	Diagnostic Imaging Tech II	41.20	38.95	2.25	5%
2556	Physical Therapist	24.50	23.33	1.17	5%
2390	CPD Technician	24.80	23.80	1.00	4%
2454	Clinical Pharmacist	34.50	33.50	1.00	3%
2322	Nurse Manager	40.00	39.00	1.00	3%
2736	Porter	187.00	182.36	4.64	2%
2604	Food Service Worker	52.10	51.10	1.00	2%
2409	Pharmacy Technician	53.50	52.98	0.52	1%
2325	Nurse Midwife	3.44	3.41	0.03	1%
1708	Senior Telephone Operator	11.00	10.98	0.03	0%
922	Manager I	5.00	5.00	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%
1410	Chief Clerk	3.00	3.00	0.00	0%
1429	Nurses Staffing Assistant	12.00	12.00	0.00	0%
1440	Medical Transcriber Typist	2.00	2.00	0.00	0%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1630	Account Clerk	1.00	1.00	0.00	0%
1634	Principal Account Clerk	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%
1823	Senior Administrative Analyst	1.00	1.00	0.00	0%
1922	Senior Inventory Clerk	1.00	1.00	0.00	0%
1932	Assistant Storekeeper	17.00	17.00	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%
2119	Health Care Analyst	19.00	19.00	0.00	0%
2202	Dental Aide	2.00	2.00	0.00	0%
2323	Clinical Nurse Specialist	13.00	13.00	0.00	0%
2324	Nursing Supervisor	12.00	12.00	0.00	0%
2326	Nursing Supervisor - Psych	1.00	1.00	0.00	0%
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	1.00	1.00	0.00	0%
2453	Supervising Pharmacist	7.00	7.00	0.00	0%
2470	Diagnostic Imaging Tech IV	12.00	12.00	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%
2520	Morgue Attendant	1.00	1.00	0.00	0%
2522	Senior Morgue Attendant	1.00	1.00	0.00	0%
2542	Speech Pathologist	6.10	6.10	0.00	0%
2550	Sr Occupational Therapist	2.00	2.00	0.00	0%
2551	MH Treatment Specialist	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	3.00	3.00	0.00	0%
2585	Health Worker I	2.00	2.00	0.00	0%
2606	Senior Food Service Worker	8.00	8.00	0.00	0%
2619	Senior Food Service Supervisor	1.00	1.00	0.00	0%
2622	Dietetic Technician	5.00	5.00	0.00	0%
2624	Dietitian	8.00	8.00	0.00	0%
2626	Chief Dietitian	1.00	1.00	0.00	0%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2738	Porter Assistant Supervisor	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%
2822	Health Educator	4.00	4.00	0.00	0%
2924	Medical Social Work Supv	2.00	2.00	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%
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%
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%
7334	Stationary Engineer	26.00	26.00	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%
7346	Painter	4.00	4.00	0.00	0%
7347	Plumber	2.00	2.00	0.00	0%
7348	Steamfitter	1.00	1.00	0.00	0%
7524	Institution Utility Worker	4.00	4.00	0.00	0%
Grand Total		3130.40	2845.41	284.99	9.10%





*Vacancies are based on data reported in JCC Summary.

*Data set for hire details may exclude some reassignments.

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
1664	Patient Accounts Manager	100%	0.00	1.00	Pending Announcement/Exam Administration
1924	Materials/Supplies Supervisor	100%	0.00	1.00	Pending Selection
2233	Supervising Physician Specialist	100%	0.00	1.00	Pending Requisition Request by Hiring Manager
2540	Audiologist	100%	0.00	1.00	Pending Announcement/Exam Administration
2589	Health Program Coordinator I	100%	0.00	2.00	Interviews in progress
2620	Food Service Mgr Administrator	100%	0.00	1.00	Pending Requisition Request by Hiring Manager
2656	Chef	100%	0.00	1.00	Pending Announcement/Exam Administration
3422	Park Section Supervisor	100%	0.00	1.00	Pending Requisition Approval
5177	Safety Officer	100%	0.00	1.00	Pending Requisition Approval
0932	Manager IV	50%	1.00	1.00	Pending Announcement/Exam Administration
1408	Principal Clerk	50%	1.00	1.00	Pending Requisition Request by Hiring Manager
1662	Patient Accounts Asst Supv	50%	1.00	1.00	Interviews in Progress
1663	Patient Accounts Supervisor	50%	3.00	3.00	Interviews in Progress
1825	Principal Administrative Anlyst II	50%	1.00	1.00	Pending Requisition Approval
1824	Principal Administrative Analyst	40%	3.00	2.00	Pending Announcement/Exam Administration
2618	Food Service Supervisor	38%	4.00	2.50	Pending Requisition approval
1652	Senior Accountant	33%	4.00	2.00	Pending Announcement/Exam Administration
2114	Medical Records Tech-Supv	33%	4.00	2.00	Pending Announcement/Exam Administration
7335	Sr Stationary Engineer	33%	4.00	2.00	Pending Announcement/Exam Administration
2469	Diagnostic Imaging Tech III	29%	4.80	2.00	Pending Announcement/Exam Administration
1632	Senior Account Clerk	29%	5.00	2.00	Interviews in Progress
1635	Health Care Billing Clerk I	25%	6.00	2.00	Interviews in Progress
1657	Senior Systems Accountant	25%	3.00	1.00	Pending Announcement/Exam Administration
2591	Health Program Coordinator II	25%	3.00	1.00	Pending Announcement/Exam Administration
2310	Surgical Procedures Technician	24%	15.90	5.10	Pending Selection
1406	Senior Clerk	24%	34.00	10.60	Interviews in Progress
2740	Porter Supervisor I	22%	7.00	2.00	Pending Announcement/Exam Administration
2314	Public Health Team Leader	20%	12.60	3.20	Pending Announcement/Exam Administration
0941	Manager VI	20%	4.00	1.00	Pending Announcement/Exam Administration
1654	Accountant III	20%	4.00	1.00	Pending Announcement/Exam Administration
2654	Cook	20%	8.00	2.00	Pending Selection
2909	Hospital Eligibility Worker Supv	20%	8.00	2.00	Pending Requisition Approval
0931	Manager III	18%	9.00	2.00	Pending Requisition Request by Hiring Manager
1428	Unit Clerk	17%	41.90	8.60	Interviews in Progress
0923	Manager II	17%	5.00	1.00	Pending Requisition Approval
2548	Occupational Therapist	15%	15.00	2.60	Pending Announcement/Exam Administration
2105	Patient Services Finance Tech	14%	12.00	2.00	Pending Requisition approval
2406	Pharmacy Helper	14%	6.00	1.00	Interview in Progress
2302	Nursing Assistant	13%	7.00	1.00	Pending Announcement/Exam Administration
2112	Medical Records Technician	12%	22.80	3.20	Pending Announcement/Exam Administration
2586	Health Worker II	12%	68.03	9.27	Pending Requisition Request by Hiring Manager

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
2930	Behavioral Health Clinician	12%	12.78	1.72	Pending Selection
2920	Medical Social Worker	12%	35.25	4.60	Pending Announcement/Exam Administration
2587	Health Worker III	12%	23.00	3.00	Interview in progress/ Pending Selection
2903	Eligibility Worker	11%	84.80	10.80	Pending Requisition Approval
1636	Health Care Billing Clerk II	11%	24.00	3.00	Pending Announcement/Exam Administration