

## ZSFG Human Resources Services Report

### Submitted to the Joint Conference Committee (September 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 10% as of August 31, 2019, which is up from 8.97% in July 2019. We've hired a total of fourteen (14) employees between August 1, 2019 and August 31, 2019 in various classifications including RNs and had eight (8) separations during the same period of which one (1) was a retirement. During August, we had just one New Hire Orientation due to Epic thus start work dates for new employees were extended out to September. In addition, we are in the new fiscal year, budget reconciliation phase, which contributed to the inflation in the vacancy rates due to FTE additions and changes.
- 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 (6% 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 – seven (7) candidate selections were made with a training program tentatively scheduled to begin October 7, 2019
  - Critical Care Unit –
    - Overall seven (7) vacancies to fill (7% of RNs in this specialty)
    - Experience Specialty—seven (7) vacancies to fill, nine (9) selections made with start dates in October 2019
    - Training Program— (8) selections were made from internal RN candidates with a training program targeted for December 14, 2019
  - Med/Surgical Unit-
    - Overall sixteen (16) vacancies to fill (4% of RNs within this specialty)
    - Experience Specialty— eleven (11) vacancies to fill
    - Training Program— five (5) vacancies to fill with a training program tentatively scheduled to begin October 21, 2019
  - OR Unit-
    - Overall eight (8) vacancies to fill (17% of RNs within this specialty)
    - Experience Specialty- eight (8) vacancies to fill, interviews and selection in process
    - Training Program –none scheduled

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#### 4) Hiring Challenges for other Classifications:

Currently we are working on three (3) Nurse Manager and three (3) Medical Social Worker vacancies which are impacting the units. We are using recruiters to assist with candidate pools for these critical positions.

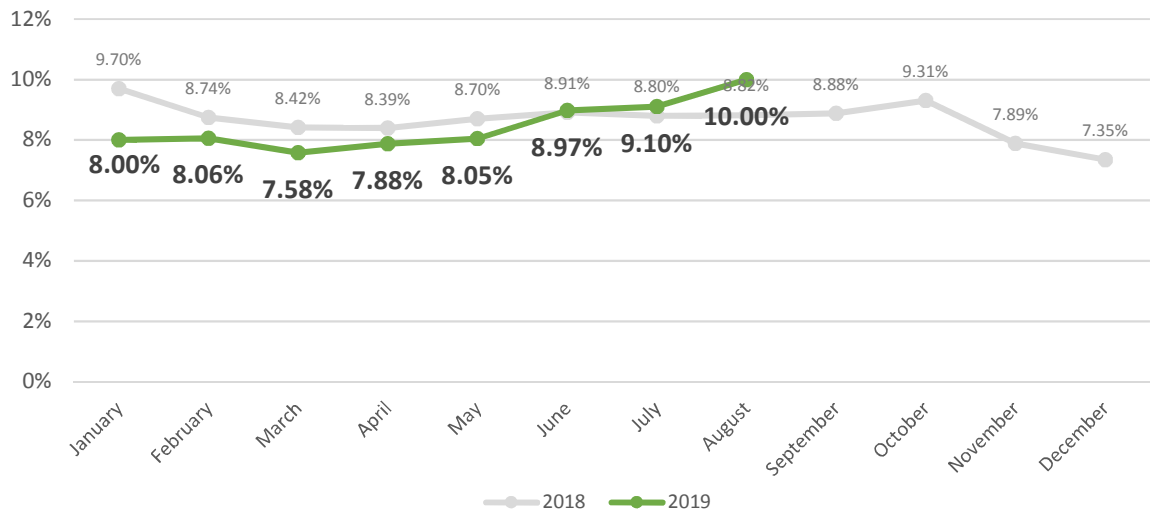
Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1410	Chief Clerk	3	0	3.00	100%
1664	Patient Accounts Manager	1	0	1.00	100%
1823	Senior Administrative Analyst	1	0	1.00	100%
1924	Materials/Supplies Supervisor	1	0	1.00	100%
1950	Assistant Purchaser	1	0	1.00	100%
2233	Supervising Physician Specialist	1	0	1.00	100%
2540	Audiologist	1	0	1.00	100%
2589	Health Program Coordinator I	2	0	2.00	100%
2620	Food Service Mgr Administrator	1	0	1.00	100%
2656	Chef	1	0	1.00	100%
3422	Park Section Supervisor	1	0	1.00	100%
5177	Safety Officer	1	0	1.00	100%
6130	Safety Analyst	1	0	1.00	100%
1408	Principal Clerk	2	1	1.00	50%
1662	Patient Accounts Asst Supv	2	1	1.00	50%
1663	Patient Accounts Supervisor	6	3	3.00	50%
1825	Principal Administrative Analyst II	2	1	1.00	50%
2924	Medical Social Work Supv	2	1	1.00	50%
1824	Principal Administrative Analyst	5	3	2.00	40%
2903	Eligibility Worker	95.6	59.6	36.00	38%
1652	Senior Accountant	6	4	2.00	33%
2114	Medical Records Tech-Supv	6	4	2.00	33%
2585	Health Worker I	3	2	1.00	33%
7335	Sr Stationary Engineer	6	4	2.00	33%
2469	Diagnostic Imaging Tech III	6.8	4.8	2.00	29%
1632	Senior Account Clerk	7	5	2.00	29%
1406	Senior Clerk	44.6	32	12.60	28%
1635	Health Care Billing Clerk I	8	6	2.00	25%
1657	Senior Systems Accountant	4	3	1.00	25%
7524	Institution Utility Worker	4	3	1.00	25%
2586	Health Worker II	77.3	58.23	19.07	25%
2310	Surgical Procedures Technician	21	15.9	5.10	24%
2618	Food Service Supervisor	6.5	5	1.50	23%
2740	Porter Supervisor I	9	7	2.00	22%
2314	Public Health Team Leader	15.8	12.6	3.20	20%
941	Manager VI	5	4	1.00	20%
2654	Cook	10	8	2.00	20%
2548	Occupational Therapist	17.6	14.1	3.50	20%
2930	Behavioral Health Clinician	14.5	11.78	2.72	19%
1636	Health Care Billing Clerk II	27	22	5.00	19%
931	Manager III	11	9	2.00	18%
923	Manager II	6	5	1.00	17%
2112	Medical Records Technician	26	21.8	4.20	16%
1428	Unit Clerk	48.5	40.9	7.60	16%
2105	Patient Services Finance Tech	14	12	2.00	14%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2302	Nursing Assistant	8	7	1.00	13%
2587	Health Worker III	27	24	3.00	11%
2909	Hospital Eligibility Worker Supv	9	8	1.00	11%
2450	Pharmacist	29.5	26.5	3.00	10%
2908	Hospital Eligibility Worker	80	72	8.00	10%
1637	Patient Accounts Clerk	22	20	2.00	9%
2593	Health Program Coordinator III	11	10	1.00	9%
2556	Physical Therapist	24.5	22.33	2.17	9%
2303	Patient Care Assistant	186.8	170.5	16.30	9%
2424	X-Ray Laboratory Aide	34.5	31.5	3.00	9%
2470	Diagnostic Imaging Tech IV	12	11	1.00	8%
2328	Nurse Practitioner	92.1	84.44	7.66	8%
2305	Psychiatric Technician	24.8	22.8	2.00	8%
2110	Medical Records Clerk	25.6	23.6	2.00	8%
2467	Diagnostic Imaging Tech I	32.4	29.9	2.50	8%
2920	Medical Social Worker	39.85	36.85	3.00	8%
2430	Medical Evaluations Assistant	172.46	160.31	12.15	7%
2320	Registered Nurse	968.25	900.35	67.90	7%
2312	Licensed Vocational Nurse	43.45	40.45	3.00	7%
2330	Anesthetist	13.3	12.4	0.90	7%
2468	Diagnostic Imaging Tech II	41.2	38.95	2.25	5%
2390	CPD Technician	24.8	23.8	1.00	4%
7334	Stationary Engineer	26	25	1.00	4%
2454	Clinical Pharmacist	34.5	33.5	1.00	3%
2322	Nurse Manager	40	39	1.00	3%
2604	Food Service Worker	52.1	51	1.10	2%
2736	Porter	187	183.36	3.64	2%
2409	Pharmacy Technician	53.5	52.975	0.52	1%
2325	Nurse Midwife	3.44	3.41	0.03	1%
1708	Senior Telephone Operator	11	10.975	0.03	0%
922	Manager I	5	5	0.00	0%
932	Manager IV	2	2	0.00	0%
942	Manager VII	3	3	0.00	0%
943	Manager VIII	1	1	0.00	0%
1052	IS Business Analyst	1	1	0.00	0%
1093	IT Operations Support Admin III	5	5	0.00	0%
1165	Manager, DPH	1	1	0.00	0%
1166	Administrator, DPH	1	1	0.00	0%
1404	Clerk	25.5	25.5	0.00	0%
1429	Nurses Staffing Assistant	12	12	0.00	0%
1440	Medical Transcriber Typist	2	2	0.00	0%
1630	Account Clerk	1	1	0.00	0%
1634	Principal Account Clerk	1	1	0.00	0%
1654	Accountant III	5	5	0.00	0%
1710	Chief Telephone Operator	1	1	0.00	0%

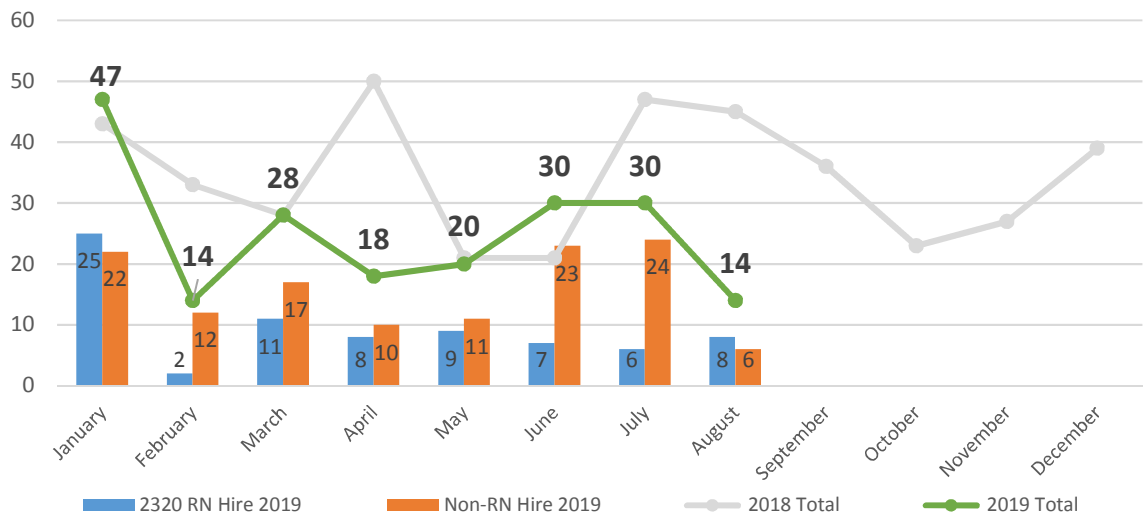
Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1822	Administrative Analyst	1	1	0.00	0%
1922	Senior Inventory Clerk	1	1	0.00	0%
1932	Assistant Storekeeper	17	17	0.00	0%
1934	Storekeeper	3	3	0.00	0%
1938	Stores & Equipment Asst Supv	1	1	0.00	0%
1942	Assistant Materials Coordinator	3	3	0.00	0%
1944	Materials Coordinator	1	1	0.00	0%
2106	Medical Staff Svcs-Specialist	3	3	0.00	0%
2107	Medical Staff Svcs-Analyst	2	2	0.00	0%
2119	Health Care Analyst	19	19	0.00	0%
2202	Dental Aide	2	2	0.00	0%
2323	Clinical Nurse Specialist	13	13	0.00	0%
2324	Nursing Supervisor	12	12	0.00	0%
2326	Nursing Supervisor - Psych	1	1	0.00	0%
2392	Sr CPD Technician	2	2	0.00	0%
2406	Pharmacy Helper	7	7	0.00	0%
2408	Senior Pharmacy Helper	1	1	0.00	0%
2436	Electroencephalograph Tech I	1	1	0.00	0%
2453	Supervising Pharmacist	7	7	0.00	0%
2496	Radiologic Technologist Supv	6	6	0.00	0%
2514	Orthopedic Technician I	1	1	0.00	0%
2515	Orthopedic Technician II	1	1	0.00	0%
2520	Morgue Attendant	1	1	0.00	0%
2522	Senior Morgue Attendant	1	1	0.00	0%
2542	Speech Pathologist	6.1	6.1	0.00	0%
2550	Sr Occupational Therapist	2	2	0.00	0%
2551	MH Treatment Specialist	2	2	0.00	0%
2554	Therapy Aide	3.98	3.98	0.00	0%
2555	Physical Therapist Assistant	3	3	0.00	0%
2558	Senior Physical Therapist	3	3	0.00	0%
2591	Health Program Coordinator II	3	3	0.00	0%
2606	Senior Food Service Worker	8	8	0.00	0%
2619	Senior Food Service Supervisor	1	1	0.00	0%
2622	Dietetic Technician	5	5	0.00	0%
2624	Dietitian	8	8	0.00	0%
2626	Chief Dietitian	1	1	0.00	0%
2738	Porter Assistant Supervisor	1	1	0.00	0%
2770	Senior Laundry Worker	3	3	0.00	0%
2785	Assistant General Services Mgr	4	4	0.00	0%
2822	Health Educator	4	4	0.00	0%
2846	Nutritionist	5	5	0.00	0%
3417	Gardener	2.5	2.5	0.00	0%
3530	Chaplain	1	1	0.00	0%
4320	Cashier I	4	4	0.00	0%
4321	Cashier II	1	1	0.00	0%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
4322	Cashier 3	1	1	0.00	0%
5506	Project Manager III	1	1	0.00	0%
6139	Sr Industrial Hygienist	1	1	0.00	0%
7120	Buildings/Grounds Maint Supe	1	1	0.00	0%
7203	Buildings/Grounds Maint Supv	2	2	0.00	0%
7205	Chief Stationary Engineer	2	2	0.00	0%
7236	Locksmith Supervisor 1	1	1	0.00	0%
7242	Painter Supervisor I	1	1	0.00	0%
7262	Maintenance Planner	1	1	0.00	0%
7342	Locksmith	2	2	0.00	0%
7344	Carpenter	2	2	0.00	0%
7345	Electrician	1	1	0.00	0%
7346	Painter	4	4	0.00	0%
7347	Plumber	2	2	0.00	0%
7348	Steamfitter	1	1	0.00	0%
<b>Grand Total</b>		<b>3133.33</b>	<b>2828.69</b>	<b>304.64</b>	<b>10%</b>

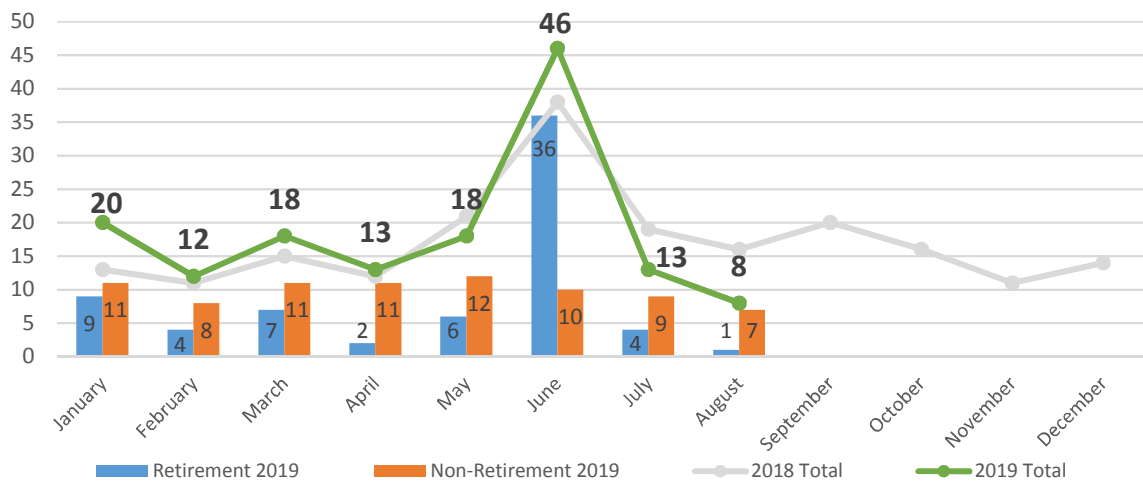
### ZSFG Vacancy Rate Trend

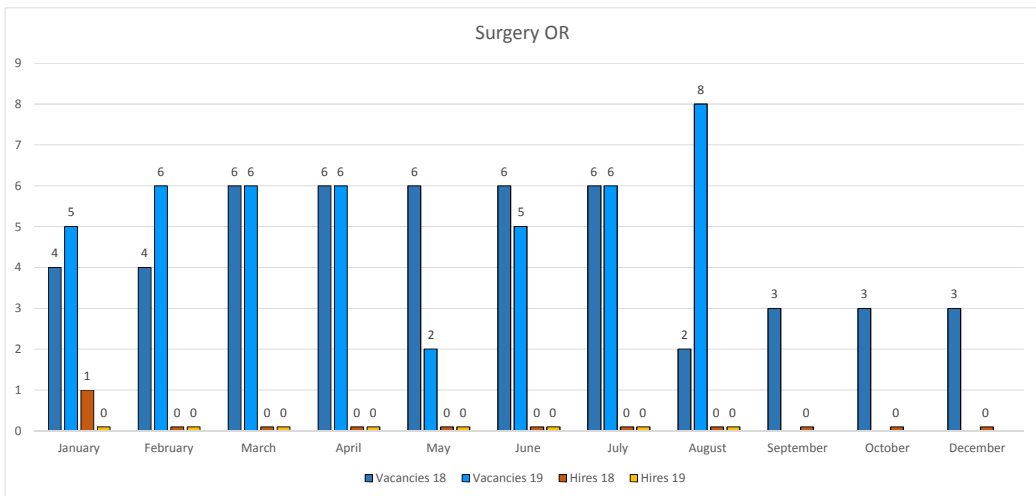
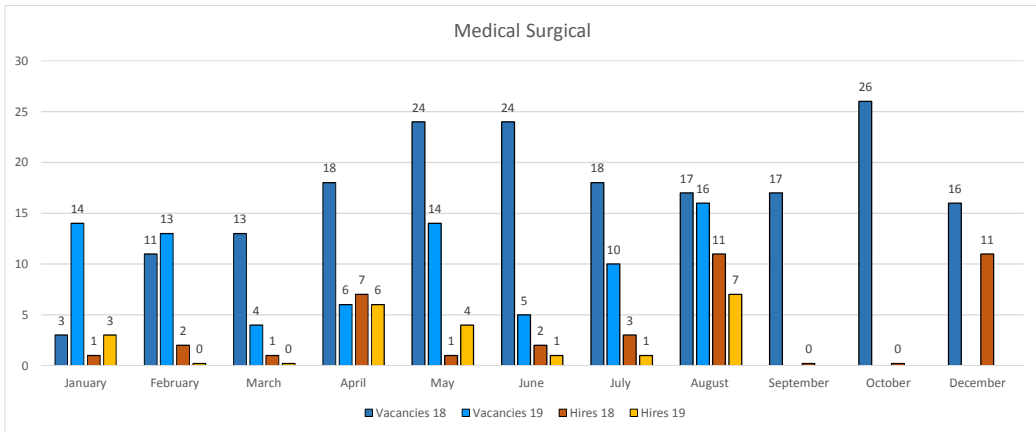
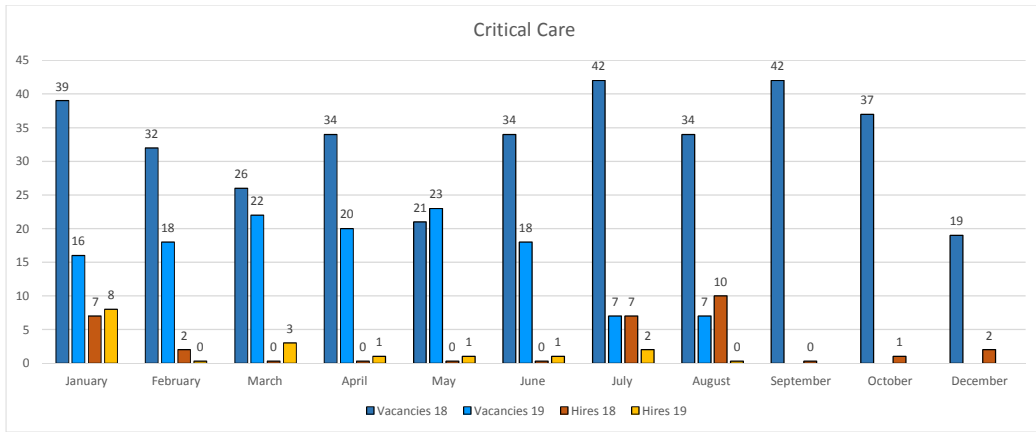
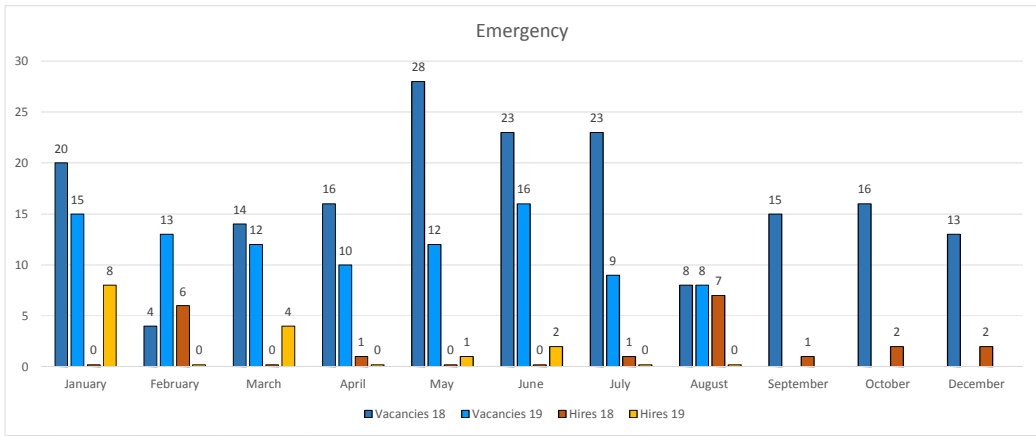


### ZSFG New Hire Trend



### ZSFG Separation Trend





\*Vacancies are based on data reported in JCC Summary.

\*Data set for hire details may exclude some reassignments.

\*Data for November 2018 not provided due to change in reporting period.



Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
1410	Chief Clerk	3	0	3.00	Pending Requisition Request by Hiring Manager
1664	Patient Accounts Manager	1	0	1.00	Pending Announcement/Exam Administration
1823	Senior Administrative Analyst	1	0	1.00	Pending Announcement/Exam Administration
1924	Materials/Supplies Supervisor	1	0	1.00	Pending Selection
1950	Assistant Purchaser	1	0	1.00	Pending Announcement/Exam Administration
2233	Supervising Physician Specialist	1	0	1.00	Pending Requisition Request by Hiring Manager
2540	Audiologist	1	0	1.00	Pending Announcement/Exam Administration
2589	Health Program Coordinator I	2	0	2.00	Interviews in progress
2620	Food Service Mgr Administrator	1	0	1.00	Interviews in progress
2656	Chef	1	0	1.00	Pending Announcement/Exam Administration
3422	Park Section Supervisor	1	0	1.00	Pending Requisition Approval
5177	Safety Officer	1	0	1.00	Pending Requisition Approval
6130	Safety Analyst	1	0	1.00	Pending Requisition Approval
1408	Principal Clerk	2	1	1.00	Pending Requisition Request by Hiring Manager
1662	Patient Accounts Asst Supv	2	1	1.00	Interviews in Progress
1663	Patient Accounts Supervisor	6	3	3.00	Interviews in Progress
1825	Principal Administrative Analyst II	2	1	1.00	Pending Requisition Approval
2924	Medical Social Work Supv	2	1	1.00	Pending Announcement/Exam Administration
1824	Principal Administrative Analyst	5	3	2.00	Pending Announcement/Exam Administration
2903	Eligibility Worker	95.6	59.6	36.00	Pending Requisition Request by Hiring Manager
1652	Senior Accountant	6	4	2.00	Pending Announcement/Exam Administration
2114	Medical Records Tech-Supv	6	4	2.00	Pending Announcement/Exam Administration
2585	Health Worker I	3	2	1.00	Pending Requisition Request by Hiring Manager
7335	Sr Stationary Engineer	6	4	2.00	Pending Announcement/Exam Administration
2469	Diagnostic Imaging Tech III	6.8	4.8	2.00	Pending Announcement/Exam Administration
1632	Senior Account Clerk	7	5	2.00	Interviews in Progress
1406	Senior Clerk	44.6	32	12.60	Pending Selection
1635	Health Care Billing Clerk I	8	6	2.00	Interviews in Progress
1657	Senior Systems Accountant	4	3	1.00	Pending Announcement/Exam Administration
7524	Institution Utility Worker	4	3	1.00	Pending Announcement/Exam Administration
2586	Health Worker II	77.3	58.23	19.07	Pending Selection
2310	Surgical Procedures Technician	21	15.9	5.10	Pending Selection
2618	Food Service Supervisor	6.5	5	1.50	Pending Selection
2740	Porter Supervisor I	9	7	2.00	Pending Announcement/Exam Administration
2314	Public Health Team Leader	15.8	12.6	3.20	Pending Announcement/Exam Administration
941	Manager VI	5	4	1.00	Pending Announcement/Exam Administration
2654	Cook	10	8	2.00	Pending Selection
2548	Occupational Therapist	17.6	14.1	3.50	Pending Announcement/Exam Administration
2930	Behavioral Health Clinician	14.5	11.78	2.72	Pending Selection
1636	Health Care Billing Clerk II	27	22	5.00	Pending Announcement/Exam Administration
931	Manager III	11	9	2.00	Pending Requisition Request by Hiring Manager
923	Manager II	6	5	1.00	Pending Requisition Approval
2112	Medical Records Technician	26	21.8	4.20	Pending Announcement/Exam Administration
1428	Unit Clerk	48.5	40.9	7.60	Interviews in Progress
2105	Patient Services Finance Tech	14	12	2.00	Pending Requisition approval

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
2302	Nursing Assistant	8	7	1.00	Pending Announcement/Exam Administration
2587	Health Worker III	27	24	3.00	Interview in progress/ Pending Selection
2909	Hospital Eligibility Worker Supv	9	8	1.00	Pending Requisition Approval
2450	Pharmacist	29.5	26.5	3.00	Pending Announcement/Exam Administration
2908	Hospital Eligibility Worker	80	72	8.00	Pending Announcement/Exam Administration