

ZSFG Human Resources Services Report

Submitted to the Joint Conference Committee (December 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 10.36% as of December 31, 2019, which is up from 9.81% in November 2019. We've hired a total of seventeen (17) employees between December 1, 2019 and December 31, 2019 in various classifications including RNs and had sixteen (16) separations during the same period of which eight (8) were retirement.
- 2) Summary of hiring efforts in CY 2019, ZSFG processed a total of 661 hires, including 352 Permanent Civil Service employees (which includes 68 Reassignments) and 309 temporary employees.
- 3) HR conducts weekly/monthly meetings with the hospital executive team, or Program Managers, to review the hiring status of vacant positions.
- 4) Current RN hiring status in critical areas:
 - Emergency Care Unit-
 - Overall thirteen (13) vacancies to fill (11% of RNs in this specialty)
 - Experience Specialty— eight (8) vacancies remaining to fill, with three (3) selections made with start work date January 27, 2020.
 - Training Program – five (5) vacancies to fill with three (3) selections made with training program start date is April 6, 2020
 - Critical Care Unit –
 - Overall ten (10) vacancies to fill (7% of RNs in this specialty)
 - Experience Specialty—ten (10) vacancies remaining to fill, pending selections
 - Training Program— no training program scheduled
 - Med/Surgical Unit-
 - Overall twenty (20) vacancies to fill (7% of RNs within this specialty)
 - Experience Specialty—non nursing float five (5) vacancies and nine (9) float to fill with selection in progress
 - Training Program— six (6) vacancies to fill with a training program tentatively scheduled for February 2020
 - OR Unit-
 - Overall nine (9) vacancies to fill (19% of RNs within this specialty)
 - Experience Specialty- four (4) vacancies to fill, pending interviews
 - Training Program –five (5) vacancies to fill with training program tentatively scheduled for February 2020

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5) Hiring Focus 1st quarter 2020:

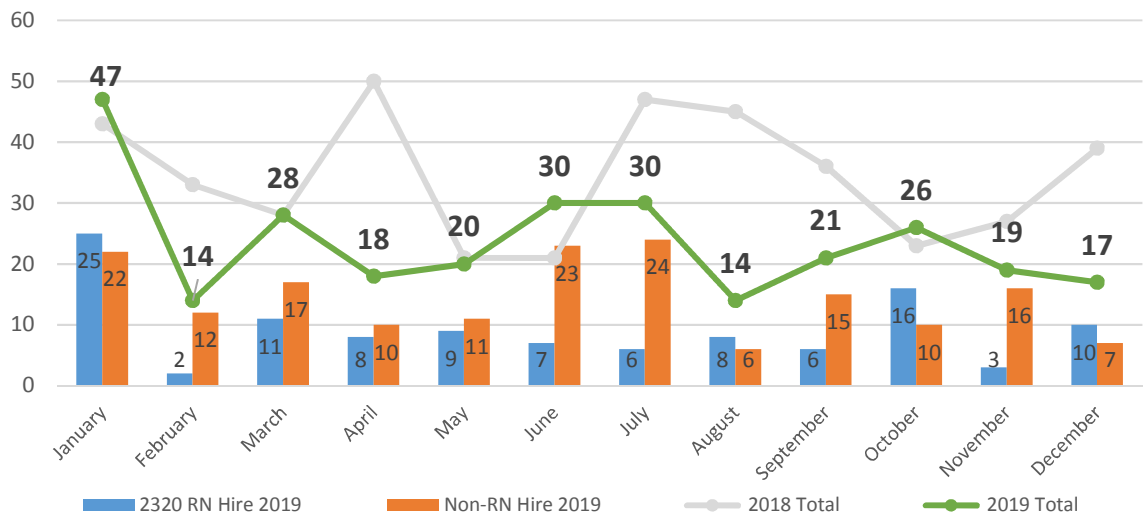
Human Resources is working closely with BHC manager to fill vacancies with hiring target of April 1, 2020 with current vacancy number at twenty-nine (29) in a variety of classifications. The biggest recruitment challenge is finding applicants for Public Health Team Leader where our candidate pool is very small, and we have more vacancies than interest.

Our second hiring focus is for Eligibility Workers (2903), as we have vacancies across all DPH and due to epic, positions in other classifications were transitioned to this classification on a temporary appointment. With a new eligible list adopted in December, DPH Human Resources is processing 130 permanent hires.

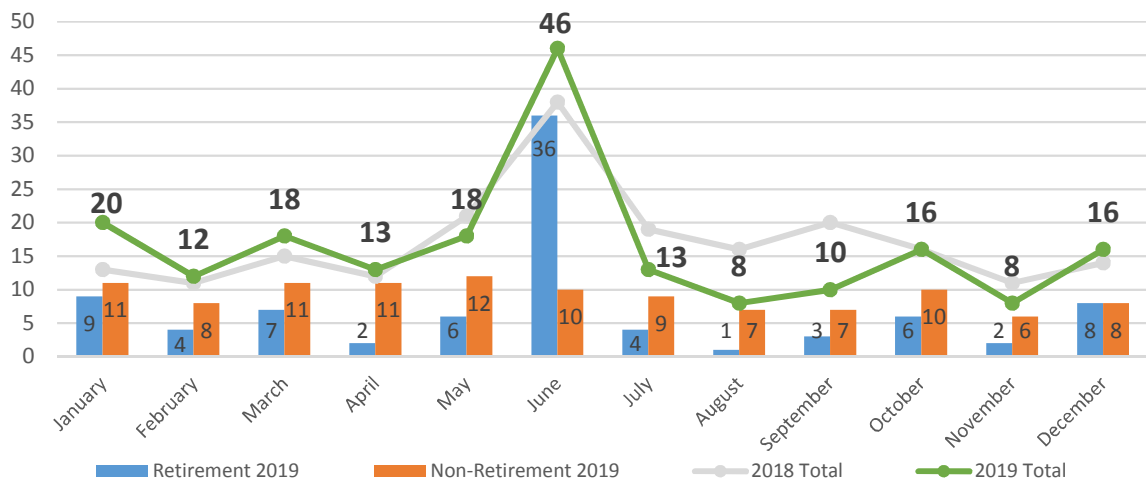
ZSFG Vacancy Rate Trend



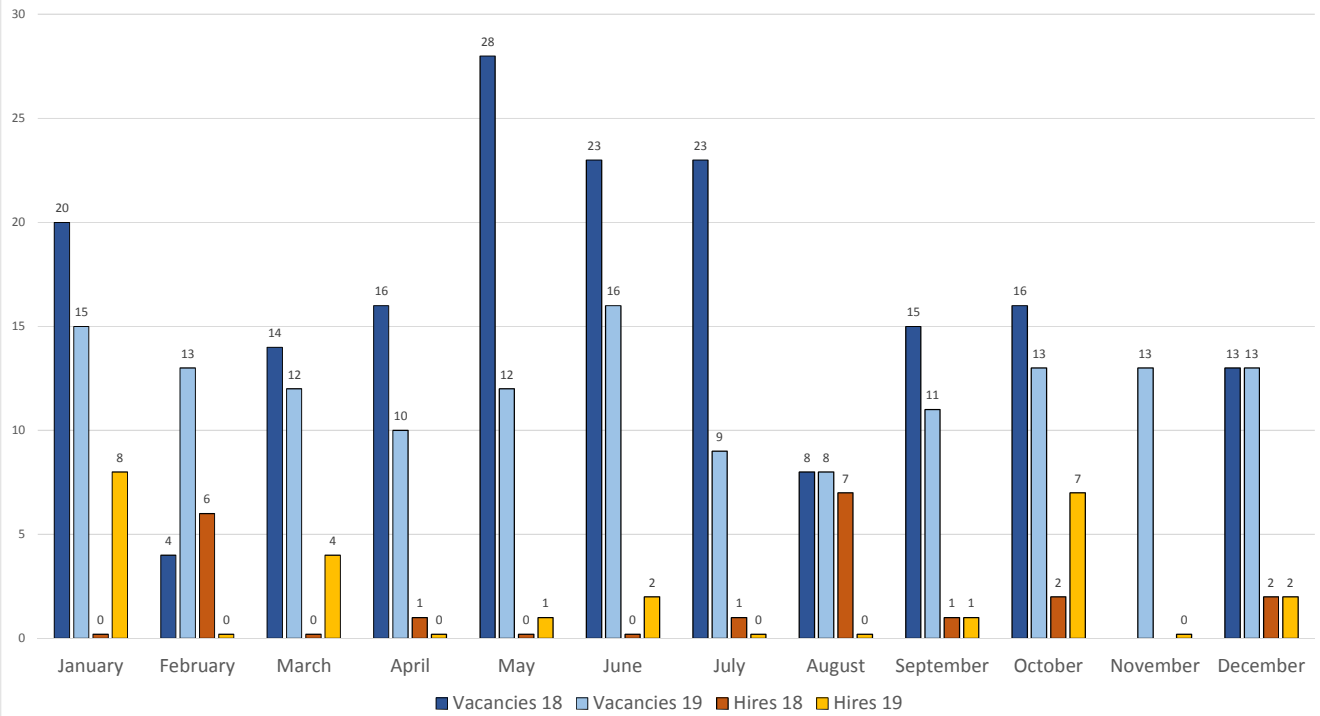
ZSFG New Hire Trend



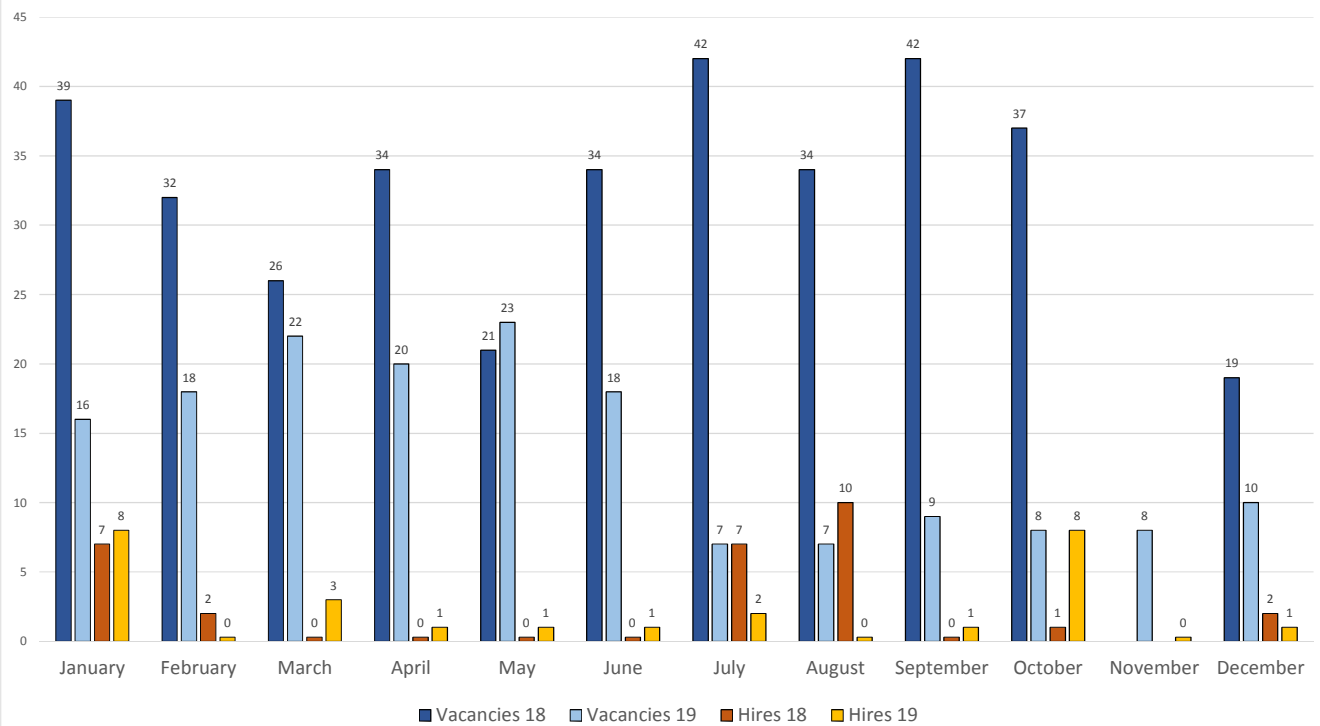
ZSFG Separation Trend



Emergency



Critical Care

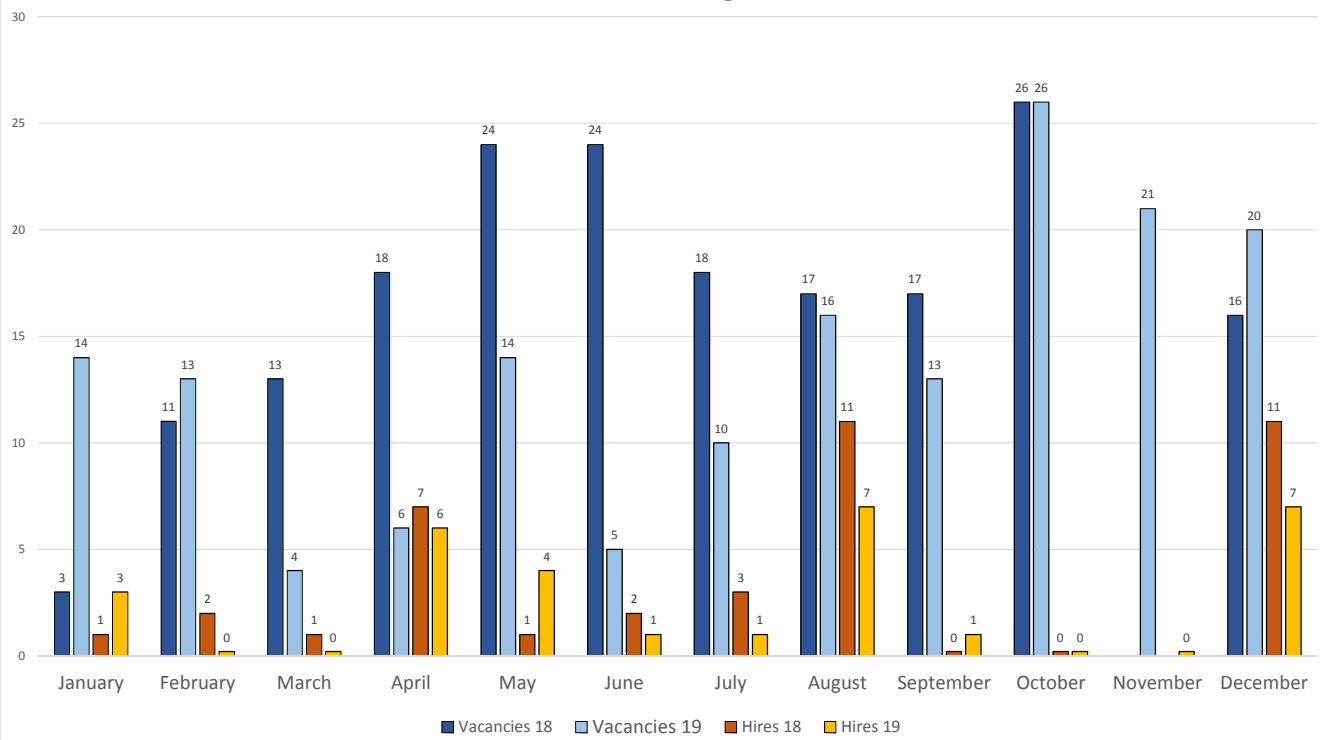


*Vacancies are based on data reported in JCC Summary.

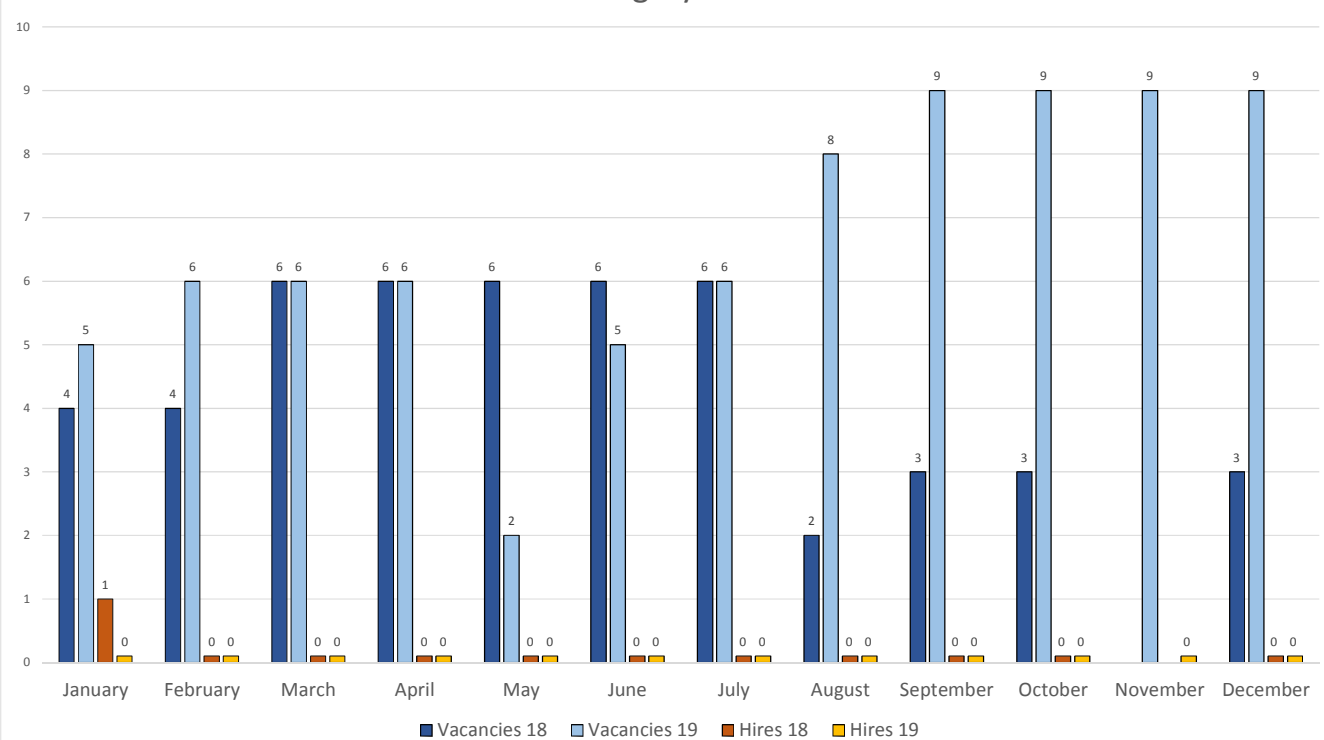
*Data set for hire details may exclude some reassignments and appointment changes.

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

Medical Surgical



Surgery OR



Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
1410	Chief Clerk	100%	0.00	3.00	Pending Requisition Approval
1664	Patient Accounts Manager	100%	0.00	1.00	Pending Announcement/Exam Administration
1823	Senior Administrative Analyst	100%	0.00	1.00	Pending Requisition Request by Hiring Manager
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
2620	Food Service Mgr Administrator	100%	0.00	1.00	Pending Announcement/Exam Administration
2656	Chef	100%	0.00	1.00	Pending Requisition Request by Hiring Manager
2924	Medical Social Work Supv	100%	0.00	2.00	Pending Announcement/Exam Administration
6130	Safety Analyst	100%	0.00	1.00	Pending Requisition Request by Hiring Manager
6139	Sr Industrial Hygienist	100%	0.00	1.00	Pending Requisition Approval
0932	Manager IV	50%	1.00	1.00	Pending Announcement/Exam Administration
1657	Senior Systems Accountant	50%	2.00	2.00	Pending Requisition Request by Hiring Manager
1663	Patient Accounts Supervisor	50%	3.00	3.00	Pending Announcement/Exam Administration
1825	Principal Administrative Analyst II	50%	1.00	1.00	Pending Requisition Request by Hiring Manager
2589	Health Program Coordinator I	50%	1.00	1.00	Interviews in Progress
1652	Senior Accountant	48%	3.10	2.90	Pending Requisition Request by Hiring Manager
1824	Principal Administrative Analyst	40%	3.00	2.00	Interviews in Progress
3417	Gardener	40%	1.50	1.00	Pending Requisition Request by Hiring Manager
2903	Eligibility Worker	40%	55.60	37.00	Interviews in Progress
2106	Medical Staff Svcs-Specialist	33%	2.00	1.00	Pending Requisition Approval
2558	Senior Physical Therapist	33%	2.00	1.00	Pending Requisition Request by Hiring Manager
2585	Health Worker I	33%	2.00	1.00	Pending Requisition Request by Hiring Manager
7335	Sr Stationary Engineer	33%	4.00	2.00	Pending Announcement/Exam Administration
2469	Diagnostic Imaging Tech III	29%	4.80	2.00	Pending Requisition Approval
2310	Surgical Procedures Technician	29%	14.90	6.10	Pending Selection
0923	Manager II	29%	5.00	2.00	Pending Announcement/Exam Administration
2909	Hospital Eligibility Worker Supv	27%	8.00	3.00	Pending Requisition Approval
2586	Health Worker II	26%	56.98	20.32	Pending Selection/ Pending Requisition Approval
2302	Nursing Assistant	25%	6.00	2.00	Pending Requisition Approval
4320	Cashier I	25%	3.00	1.00	Pending Requisition Request by Hiring Manager
1406	Senior Clerk	24%	33.80	10.80	Pending Requisition Approval
2740	Porter Supervisor I	22%	7.00	2.00	Interviews in Progress
2314	Public Health Team Leader	20%	12.60	3.20	Pending Announcement/Exam Administration
1636	Health Care Billing Clerk II	20%	20.00	5.00	Pending Announcement/Exam Administration
1654	Accountant III	20%	4.00	1.00	Pending Requisition Request by Hiring Manager
2654	Cook	20%	8.00	2.00	Interviews in Progress
2548	Occupational Therapist	20%	14.10	3.49	Pending Announcement/Exam Administration
0931	Manager III	18%	9.00	2.00	Pending Requisition Request by Hiring Manager
2593	Health Program Coordinator III	18%	9.00	2.00	Pending Announcement/Exam Administration
2114	Medical Records Tech-Supv	17%	5.00	1.00	Pending Selection
2618	Food Service Supervisor	15%	5.50	1.00	Interviews in Progress
2587	Health Worker III	15%	23.00	4.00	Interviews in Progress
2424	X-Ray Laboratory Aide	14%	29.50	5.00	Interviews in Progress
2496	Radiologic Technologist Supv	14%	6.00	1.00	Pending Announcement/Exam Administration
1428	Unit Clerk	14%	41.90	6.60	Interviews in Progress
2908	Hospital Eligibility Worker	13%	69.00	10.00	Pending Requisition Approval
2930	Behavioral Health Clinician	12%	12.78	1.72	Pending Announcement/Exam Administration

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
2467	Diagnostic Imaging Tech I	12%	28.90	3.80	Pending Requisition Approval
2312	Licensed Vocational Nurse	11%	38.65	4.80	Interviews in Progress
2468	Diagnostic Imaging Tech II	10%	36.95	4.25	Pending Requisition Approval
2846	Nutritionist	10%	4.50	0.50	Pending Requisition Request by Hiring Manager

