

ZSFG Human Resources Services Report

Submitted to the Joint Conference Committee (August 2020)

Report Contents:

- Vacancy Report
- Summary of Hiring Status (Vacancy rate over 10%)
- Graphs: YTD vacancy rate, new hires and separation

1) Total hospital vacancies decreased to 7.48% as of July 31, 2020, which is down from 7.57% in June 2020. We've hired a total of twenty-four (**24**) employees between July 1, 2020 and July 31, 2020 in various classifications including RNs and had ten (10) separations during the same period of which two (2) were retirements.

2) HR conducts weekly/monthly vacancy meetings with the hospital executive team, or Program Managers, to review hiring plan.

3) RN Expedited hiring status update:

DPH-Wide, HR filled **216** RN/P103 positions to date with the expedited hiring process, with **114** hired specifically for ZSFG. RN vacancies at ZSFG are at 5%, which is also the average for DPH-wide RN vacancies including LHH, clinics and jails.

➤ Emergency Care Unit-

- Four (4) vacancies to fill (3.16% of RNs in this specialty) with one (1) position filled this past month

➤ Critical Care Unit –

- Nine (9) vacancies to fill (4.83% of RNs in this specialty) with six (6) positions filled with start dates in August and September

**HR has reached out to every candidate and unable to fill additional 2320 positions at this time due to lack of interest/availability, thus we are in process of hiring six (6) P103 Critical Care nurses to start in September, and our recruiter is continuing outreach to get new applicants*

➤ Med/Surgical Unit-

- Nine (9) vacancies to fill (2.69% of RNs within this specialty) with no positions filled this past month

➤ OR Unit-

- Three (3) vacancies to fill (8.72% of RNs within this specialty)

4) Hiring other critical vacancies:

Radiology Department: We filled ten (**10**) Radiology Technologists and Sonographers (Classification 2471, 2472 & 2473) in the past couple months, and are in process of hiring a Radiology Business Manager (0931) with September start work date.

2903 Hospital Eligibility Worker “Schedistrars” update: HR has filled **101** vacancies from June to August 2020 to work across DPH network including forty-seven (**47**) at ZSFG. This was part of the Epic

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Schedistration implementation changes to this classification. We are working on hiring additional thirteen **(13)** positions to start in September to assist with urgent needs for ZSFG.

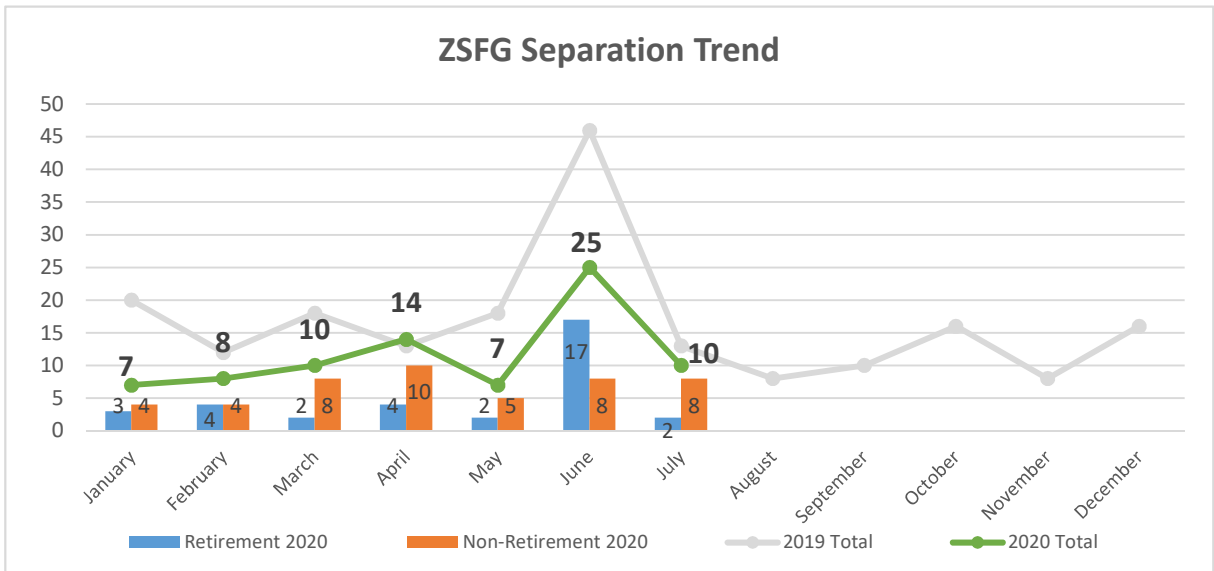
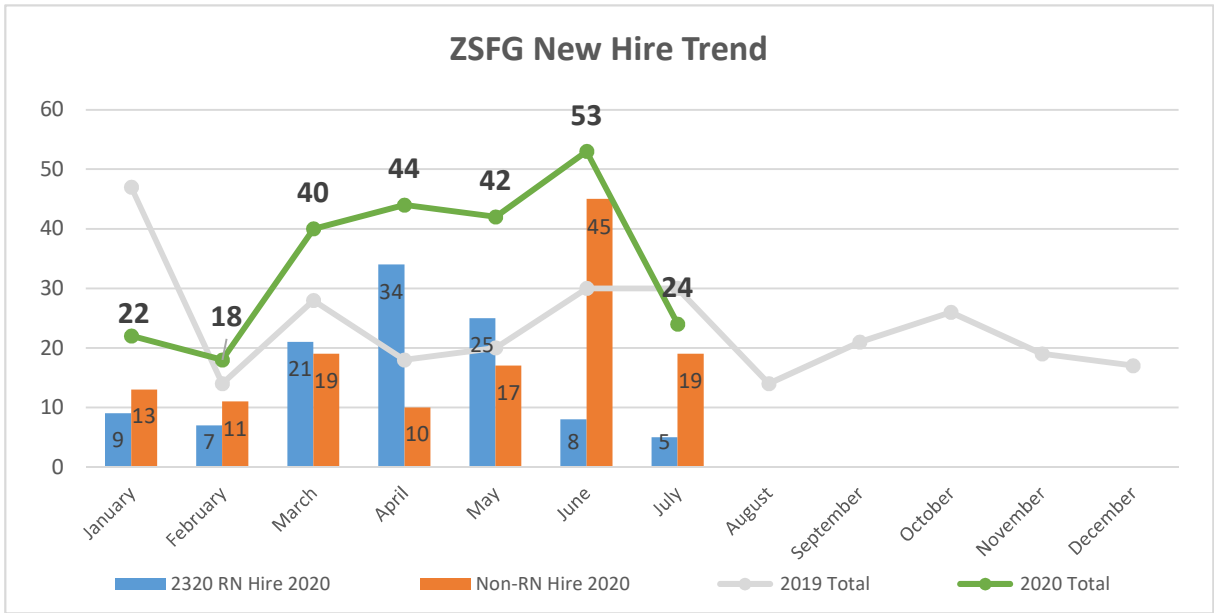
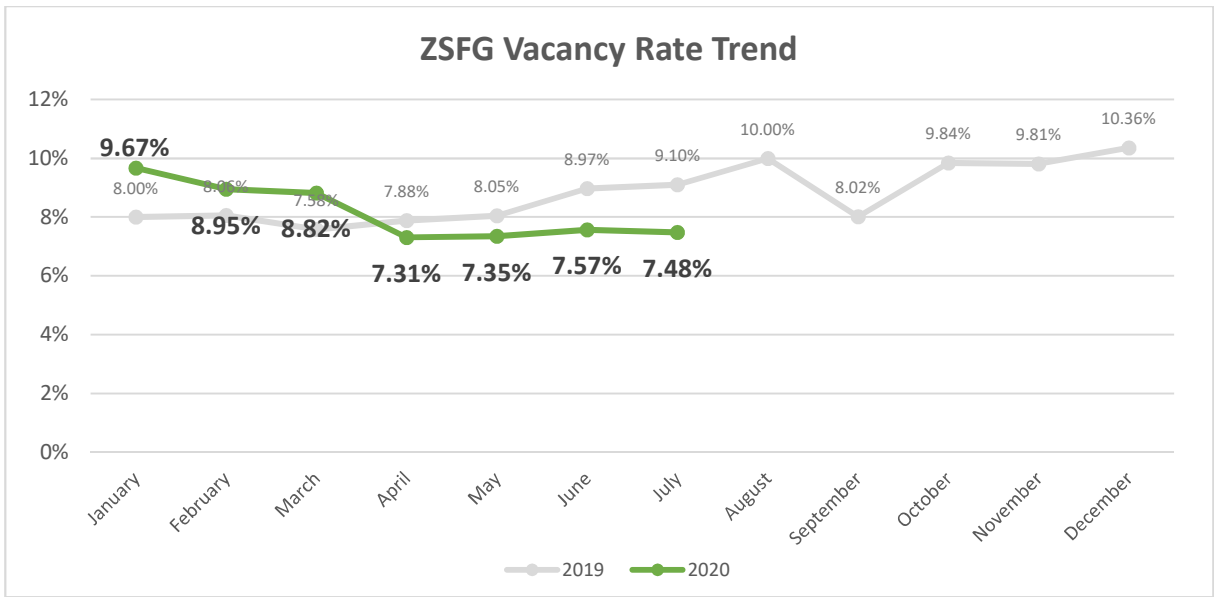
- 5) HR continues to work on filling the ACS (Alternate Case Sites) vacancies as priority. As a highlight of efforts, HR is filling **thirty (30)** positions in the following classifications: Health Worker II, Health Worker IV and Health Program Coordinator II (2586, 2588 and 2593) with a start work date of September 19, 2020.

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1664	Patient Accounts Manager	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%
2620	Food Service Mgr Administrator	1.00	0.00	1.00	100%
6130	Safety Analyst	1.00	0.00	1.00	100%
6139	Sr Industrial Hygienist	1.00	0.00	1.00	100%
2558	Senior Physical Therapist	3.00	1.00	2.00	67%
1657	Senior Systems Accountant	4.00	2.00	2.00	50%
1823	Senior Administrative Analyst	2.00	1.00	1.00	50%
1825	Principal Administrative Analyst II	2.00	1.00	1.00	50%
2392	Sr CPD Technician	2.00	1.00	1.00	50%
7335	Sr Stationary Engineer	6.00	3.00	3.00	50%
2909	Hospital Eligibility Worker Supv	11.00	6.00	5.00	45%
1663	Patient Accounts Supervisor	5.00	3.00	2.00	40%
2555	Physical Therapist Assistant	3.00	2.00	1.00	33%
2585	Health Worker I	3.00	2.00	1.00	33%
2310	Surgical Procedures Technician	21.00	14.90	6.10	29%
923	Manager II	7.00	5.00	2.00	29%
2453	Supervising Pharmacist	7.00	5.00	2.00	29%
1406	Senior Clerk	43.80	32.80	11.00	25%
1635	Health Care Billing Clerk I	4.00	3.00	1.00	25%
1824	Principal Administrative Analyst	4.00	3.00	1.00	25%
2593	Health Program Coordinator III	12.00	9.00	3.00	25%
2822	Health Educator	4.00	3.00	1.00	25%
4320	Cashier I	4.00	3.00	1.00	25%
2586	Health Worker II	76.30	57.48	18.82	25%
941	Manager VI	5.00	4.00	1.00	20%
1654	Accountant III	5.00	4.00	1.00	20%
2622	Dietetic Technician	5.00	4.00	1.00	20%
7334	Stationary Engineer	26.00	21.00	5.00	19%
1652	Senior Accountant	6.00	5.00	1.00	17%
2114	Medical Records Tech-Supv	6.00	5.00	1.00	17%
1636	Health Care Billing Clerk II	25.00	21.00	4.00	16%
2105	Patient Services Finance Tech	13.00	11.00	2.00	15%
2323	Clinical Nurse Specialist	13.00	11.00	2.00	15%
2618	Food Service Supervisor	6.50	5.50	1.00	15%
2908	Hospital Eligibility Worker	80.00	68.00	12.00	15%
2587	Health Worker III	27.00	23.00	4.00	15%
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%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2119	Health Care Analyst	18.00	16.00	2.00	11%
2740	Porter Supervisor I	9.00	8.00	1.00	11%
2312	Licensed Vocational Nurse	43.45	38.65	4.80	11%
2654	Cook	10.00	9.00	1.00	10%
2846	Nutritionist	5.00	4.50	0.50	10%
931	Manager III	11.00	10.00	1.00	9%
2548	Occupational Therapist	17.59	16.00	1.59	9%
2424	X-Ray Laboratory Aide	34.50	31.50	3.00	9%
2305	Psychiatric Technician	24.80	22.80	2.00	8%
2314	Public Health Team Leader	15.80	14.60	1.20	8%
2330	Anesthetist	13.40	12.50	0.90	7%
2736	Porter	187.00	175.56	11.44	6%
1404	Clerk	25.50	24.00	1.50	6%
2903	Eligibility Worker	95.60	89.80	5.80	6%
2320	Registered Nurse	980.75	928.95	51.80	5%
2920	Medical Social Worker	39.85	37.73	2.12	5%
2328	Nurse Practitioner	92.11	87.64	4.47	5%
2303	Patient Care Assistant	186.80	177.80	9.00	5%
2430	Medical Evaluations Assistant	172.56	164.81	7.75	4%
2467	Diagnostic Imaging Tech I	32.70	31.40	1.30	4%
2110	Medical Records Clerk	25.60	24.60	1.00	4%
2450	Pharmacist	27.50	26.50	1.00	4%
2556	Physical Therapist	24.50	23.83	0.67	3%
2468	Diagnostic Imaging Tech II	39.20	38.15	1.05	3%
2322	Nurse Manager	40.00	39.00	1.00	3%
2604	Food Service Worker	52.11	51.01	1.10	2%
1428	Unit Clerk	48.30	47.30	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	6.00	6.00	0.00	0%
932	Manager IV	2.00	2.00	0.00	0%
942	Manager VII	3.00	3.00	0.00	0%
943	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%
1410	Chief Clerk	3.00	3.00	0.00	0%
1429	Nurses Staffing Assistant	12.00	12.00	0.00	0%

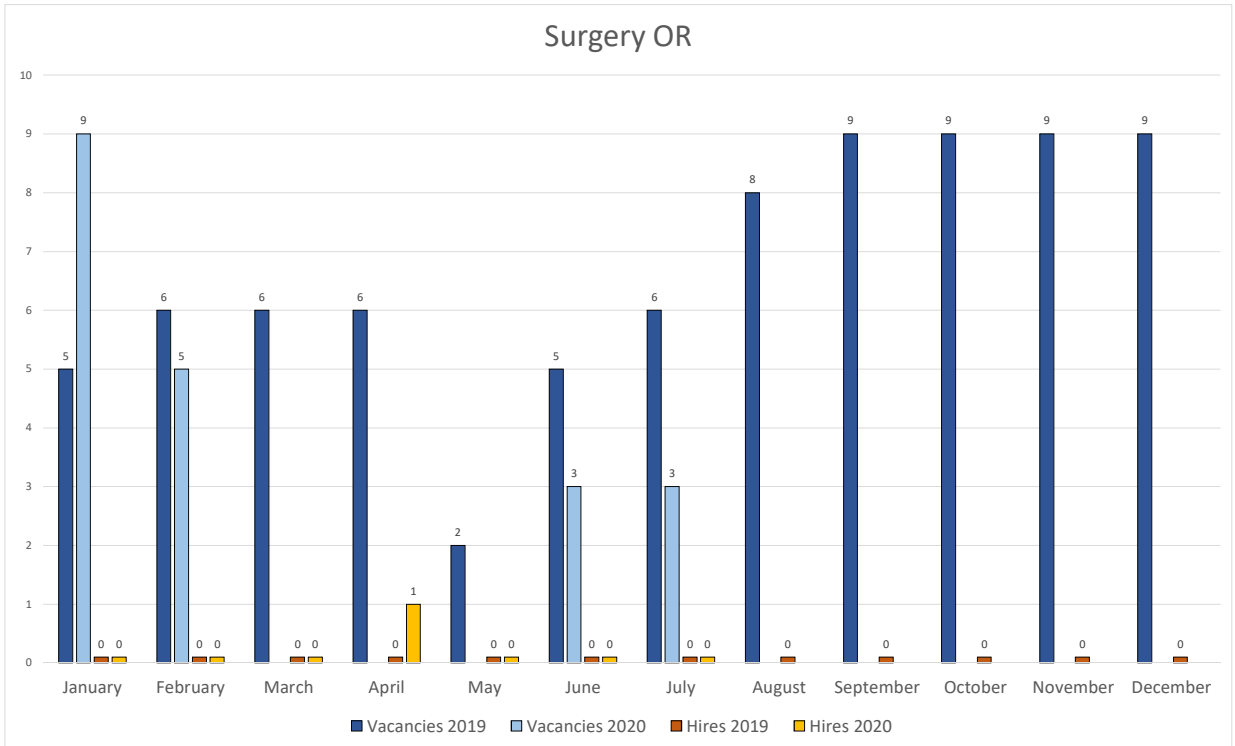
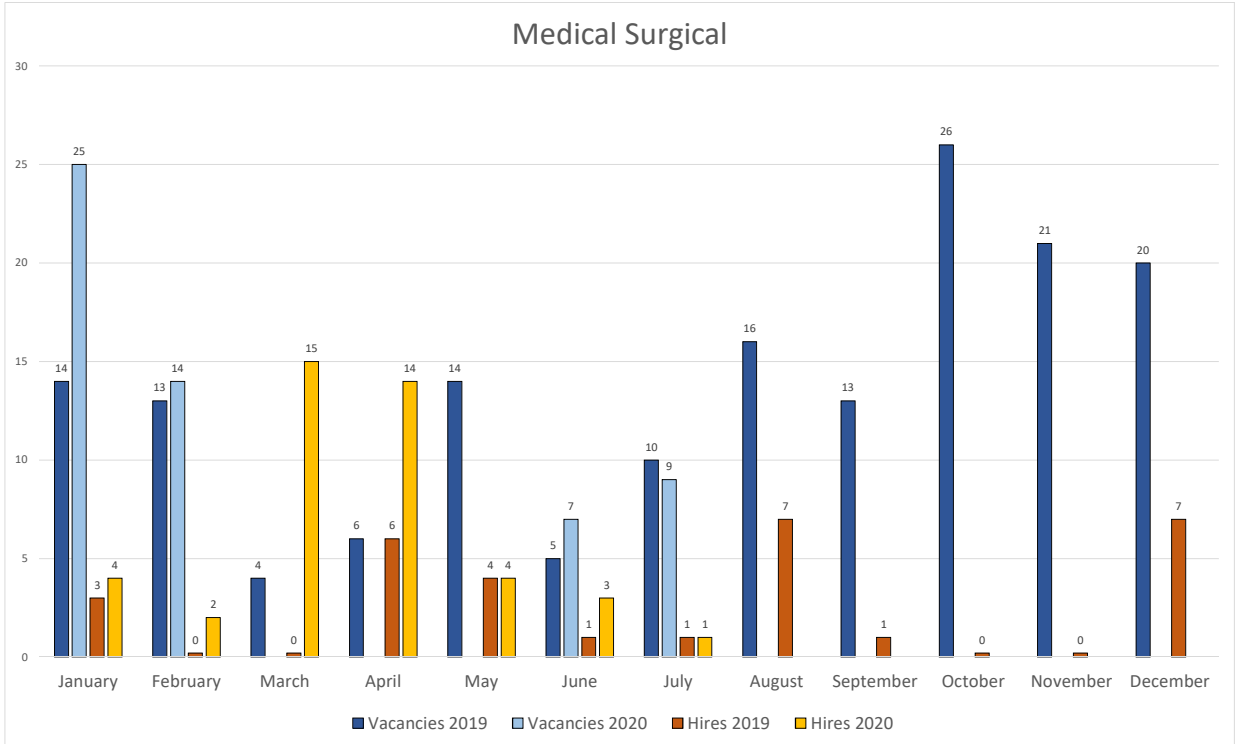
Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1440	Medical Transcriber Typist	2.00	2.00	0.00	0%
1630	Account Clerk	1.00	1.00	0.00	0%
1632	Senior Account Clerk	6.00	6.00	0.00	0%
1634	Principal Account Clerk	1.00	1.00	0.00	0%
1637	Patient Accounts Clerk	23.00	23.00	0.00	0%
1662	Patient Accounts Asst Supv	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%
1922	Senior Inventory Clerk	1.00	1.00	0.00	0%
1924	Materials/Supplies Supervisor	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%
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%
2408	Senior Pharmacy Helper	1.00	1.00	0.00	0%
2436	Electroencephalograph Tech I	1.00	1.00	0.00	0%
2454	Clinical Pharmacist	34.50	34.50	0.00	0%
2469	Diagnostic Imaging Tech III	6.80	6.80	0.00	0%
2470	Diagnostic Imaging Tech IV	12.00	12.00	0.00	0%
2471	Radiologic Technologist I, II, III	1.00	1.00	0.00	0%
2472	Radiologic Technologist Lead	1.00	1.00	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%
2589	Health Program Coordinator I	2.00	2.00	0.00	0%
2591	Health Program Coordinator II	3.00	3.00	0.00	0%
2606	Senior Food Service Worker	8.00	8.00	0.00	0%

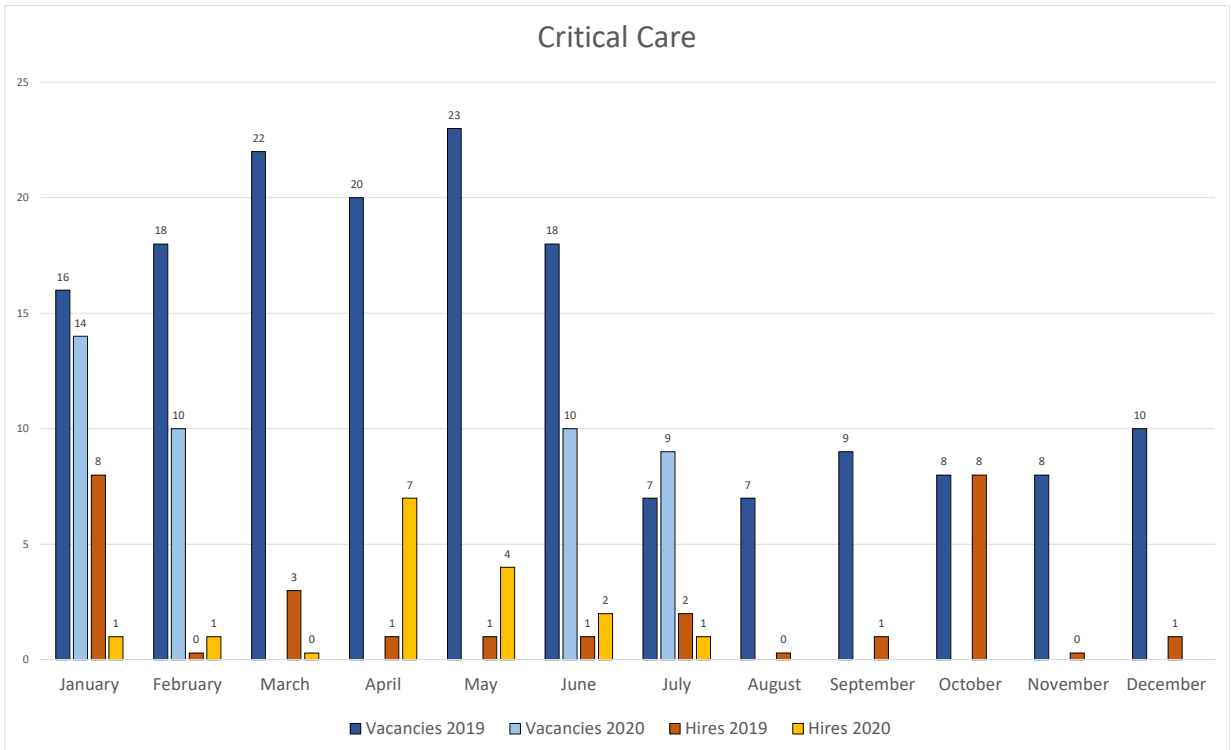
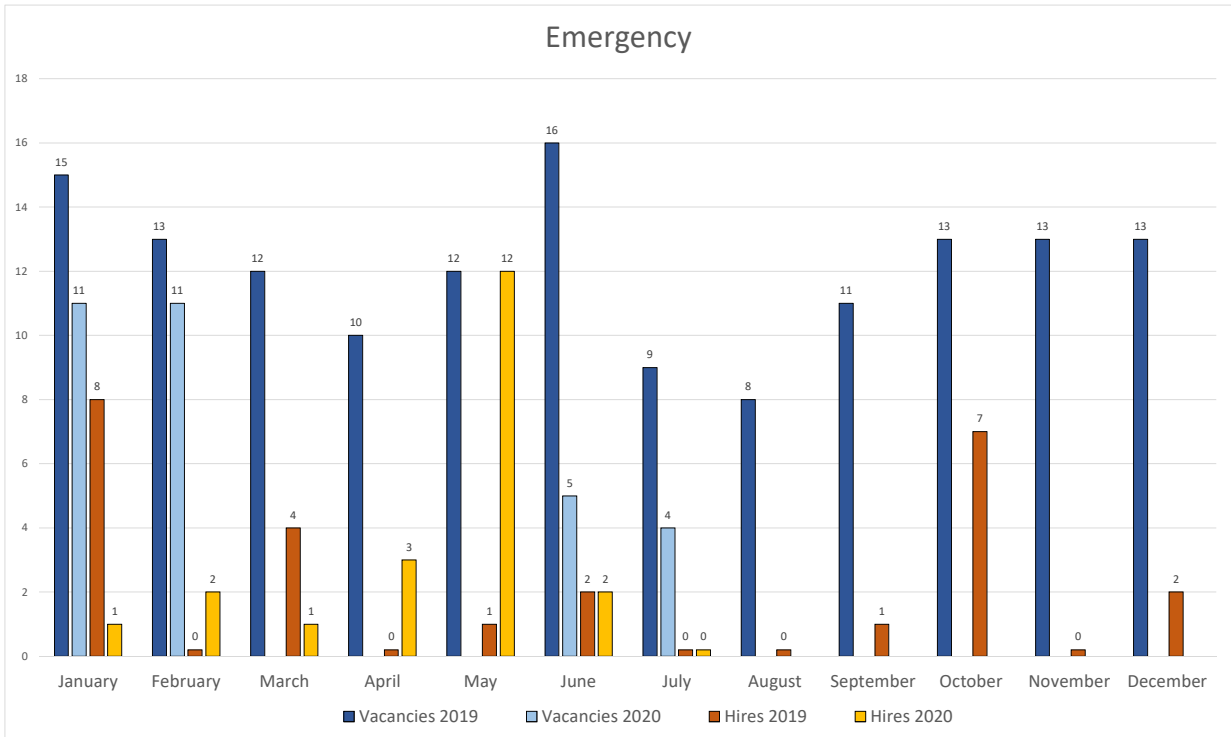
Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2619	Senior Food Service Supervisor	1.00	1.00	0.00	0%
2624	Dietitian	8.00	8.00	0.00	0%
2626	Chief Dietitian	1.00	1.00	0.00	0%
2656	Chef	1.00	1.00	0.00	0%
2738	Porter Assistant Supervisor	1.00	1.00	0.00	0%
2770	Senior Laundry Worker	3.00	3.00	0.00	0%
2785	Assistant General Services Mgr	4.00	4.00	0.00	0%
2924	Medical Social Work Supv	2.00	2.00	0.00	0%
3417	Gardener	2.50	2.50	0.00	0%
3422	Park Section Supervisor	1.00	1.00	0.00	0%
3530	Chaplain	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%
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%
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%
2930	Behavioral Health Clinic	14.50	14.50	0.00	0%
	Grand Total	3136.34	2901.63	234.71	7.48%



Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
1664	Patient Accounts Manager	100%	1.00	0.00	Interviews in Progress
2233	Supervising Physician Specialist	100%	1.00	0.00	Pending Requisition Request by Hiring Manager
2540	Audiologist	100%	1.00	0.00	Pending Selection
2620	Food Service Mgr Administrator	100%	1.00	0.00	Interviews in Progress
6130	Safety Analyst	100%	1.00	0.00	Pending Requisition Request by Hiring Manager
6139	Sr Industrial Hygienist	100%	1.00	0.00	Pending Announcement/Exam Administration
2558	Senior Physical Therapist	67%	3.00	1.00	Pending Requisition Request by Hiring Manager
1657	Senior Systems Accountant	50%	4.00	2.00	Pending Announcement/Exam Administration
1823	Senior Administrative Analyst	50%	2.00	1.00	Pending Requisition Approval
1825	Principal Administrative Analyst II	50%	2.00	1.00	Pending Requisition Request by Hiring Manager
2392	Sr CPD Technician	50%	2.00	1.00	Interviews in Progress
7335	Sr Stationary Engineer	50%	6.00	3.00	Pending Announcement/Exam Administration
2909	Hospital Eligibility Worker Supv	45%	11.00	6.00	Pending Requisition Approval
1663	Patient Accounts Supervisor	40%	5.00	3.00	Interviews in Progress
2555	Physical Therapist Assistant	33%	3.00	2.00	Pending Requisition Request by Hiring Manager
2585	Health Worker I	33%	3.00	2.00	Pending Requisition Request by Hiring Manager
2310	Surgical Procedures Technician	29%	21.00	14.90	Pending Announcement/Exam Administration
0923	Manager II	29%	7.00	5.00	Pending Announcement/Exam Administration
2453	Supervising Pharmacist	29%	7.00	5.00	Pending Announcement/Exam Administration
1406	Senior Clerk	25%	43.80	32.80	Interviews in Progress/ Pending Selection
1635	Health Care Billing Clerk I	25%	4.00	3.00	Pending Requisition Approval
1824	Principal Administrative Analyst	25%	4.00	3.00	Pending Requisition Request by Hiring Manager
2593	Health Program Coordinator III	25%	12.00	9.00	Pending Selection
2822	Health Educator	25%	4.00	3.00	Pending Requisition Approval
4320	Cashier I	25%	4.00	3.00	Pending Requisition Request by Hiring Manager
2586	Health Worker II	25%	76.30	57.48	Interviews in Progress
0941	Manager VI	20%	5.00	4.00	Pending Requisition Request by Hiring Manager
1654	Accountant III	20%	5.00	4.00	Pending Announcement/Exam Administration
2622	Dietetic Technician	20%	5.00	4.00	Pending Requisition Approval
7334	Stationary Engineer	19%	26.00	21.00	Pending Announcement/Exam Administration
1652	Senior Accountant	17%	6.00	5.00	Pending Announcement/Exam Administration
2114	Medical Records Tech-Supv	17%	6.00	5.00	Pending Requisition Approval
1636	Health Care Billing Clerk II	16%	25.00	21.00	Pending Selection
2105	Patient Services Finance Tech	15%	13.00	11.00	Pending Requisition Approval
2323	Clinical Nurse Specialist	15%	13.00	11.00	Pending Requisition Approval
2618	Food Service Supervisor	15%	6.50	5.50	Pending Announcement/Exam Administration
2908	Hospital Eligibility Worker	15%	80.00	68.00	Pending Requisition Approval
2587	Health Worker III	15%	27.00	23.00	Pending Announcement/Exam Administration
2406	Pharmacy Helper	14%	7.00	6.00	Pending Requisition Request by Hiring Manager
2302	Nursing Assistant	13%	8.00	7.00	Pending Requisition Approval
2112	Medical Records Technician	12%	26.00	22.80	Pending Requisition Request by Hiring Manager

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
2119	Health Care Analyst	11%	18.00	16.00	Interviews in Progress/ Pending Selection
2740	Porter Supervisor I	11%	9.00	8.00	Interviews in Progress
2312	Licensed Vocational Nurse	11%	43.45	38.65	Pending Requisition Approval
2654	Cook	10%	10.00	9.00	Pending Announcement/Exam Administration
2846	Nutritionist	10%	5.00	4.50	Pending Requisition Request by Hiring Manager





*Vacancies are based on data reported in JCC Summary.

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