

# ZSFG HUMAN RESOURCE SERVICES REPORT

## Submitted to the Joint Conference Committee (December 2020)

### 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 decreased to 7.02% as of November 30, 2020, which is down from 7.27% in October 2020. We've hired a total of twenty (**20**) employees between November 1, 2020 and November 30, 2020 in various classifications including RNs and had seven (7) separations during the same period of which three (3) were retirements.
- 2) RN vacancy rate is at 3%
- 3) HR conducts weekly/monthly vacancy meetings with the hospital executive team, or Program Managers, to review hiring plan.
- 4) ZSFG processed **106** COVID related leaves in November 2020

### 5) **RN Expedited hiring status update:**

DPH-Wide, HR filled **324** RN/P103 positions to date with the expedited hiring process, with **186** hired specifically for ZSFG.

- We will be working on filling P103 Experienced Nurses for COVID urgent response for Med Surg and ICU units at ZSFG
  - Emergency Care Unit-
    - Three (3) vacancies to fill (3.11% of RNs in this specialty)
  - Critical Care Unit –
    - Four (4) vacancies to fill (4.14% of RNs in this specialty) with two (2) positions filled with start work date January
  - Med/Surgical Unit-
    - Four (4) vacancies to fill (1.63% of RNs within this specialty) with five (5) positions filled with start work dates in December
  - OR Unit-
    - Three (3) vacancies to fill (4.36% of RNs within this specialty)

### 6) **Highlights of non-RN recruitments:**

1. Two (2) Nurse Managers hired in for Trauma Neuroscience Service & Emergency Department
2. New ZSFG COO expected start work date end of December
3. Three (3) 2314 Behavioral Health Team Leader for the BHC, hard to fill positions onboarding for January
4. HR is in process of hiring seven (7) PCS 7334 Stationary Engineers

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
943	Manager VIII	1.00	0.00	1.00	100%
1662	Patient Accounts Asst Supv	1.00	0.00	1.00	100%
2540	Audiologist	1.00	0.00	1.00	100%
2585	Health Worker I	3.00	0.00	3.00	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%
7262	Maintenance Planner	1.00	0.00	1.00	100%
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 Anlyst II	2.00	1.00	1.00	50%
2558	Senior Physical Therapist	2.00	1.00	1.00	50%
7205	Chief Stationary Engineer	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%
3417	Gardener	2.50	1.50	1.00	40%
2555	Physical Therapist Assistant	3.00	2.00	1.00	33%
2305	Psychiatric Technician	32.80	22.80	10.00	30%
2310	Surgical Procedures Technician	21.00	14.90	6.10	29%
923	Manager II	7.00	5.00	2.00	29%
942	Manager VII	4.00	3.00	1.00	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%
941	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%
2908	Hospital Eligibility Worker	78.00	63.00	15.00	19%
7334	Stationary Engineer	26.00	21.00	5.00	19%
2587	Health Worker III	27.00	22.00	5.00	19%
2314	Public Health Team Leader	23.80	19.60	4.20	18%
931	Manager III	12.00	10.00	2.00	17%
1652	Senior Accountant	6.00	5.00	1.00	17%
2105	Patient Services Finance Tech	12.00	10.00	2.00	17%
2114	Medical Records Tech-Supv	6.00	5.00	1.00	17%
2542	Speech Pathologist	6.20	5.20	1.00	16%
2312	Licensed Vocational Nurse	43.95	37.05	6.90	16%
2618	Food Service Supervisor	6.50	5.50	1.00	15%
2586	Health Worker II	66.50	56.48	10.02	15%

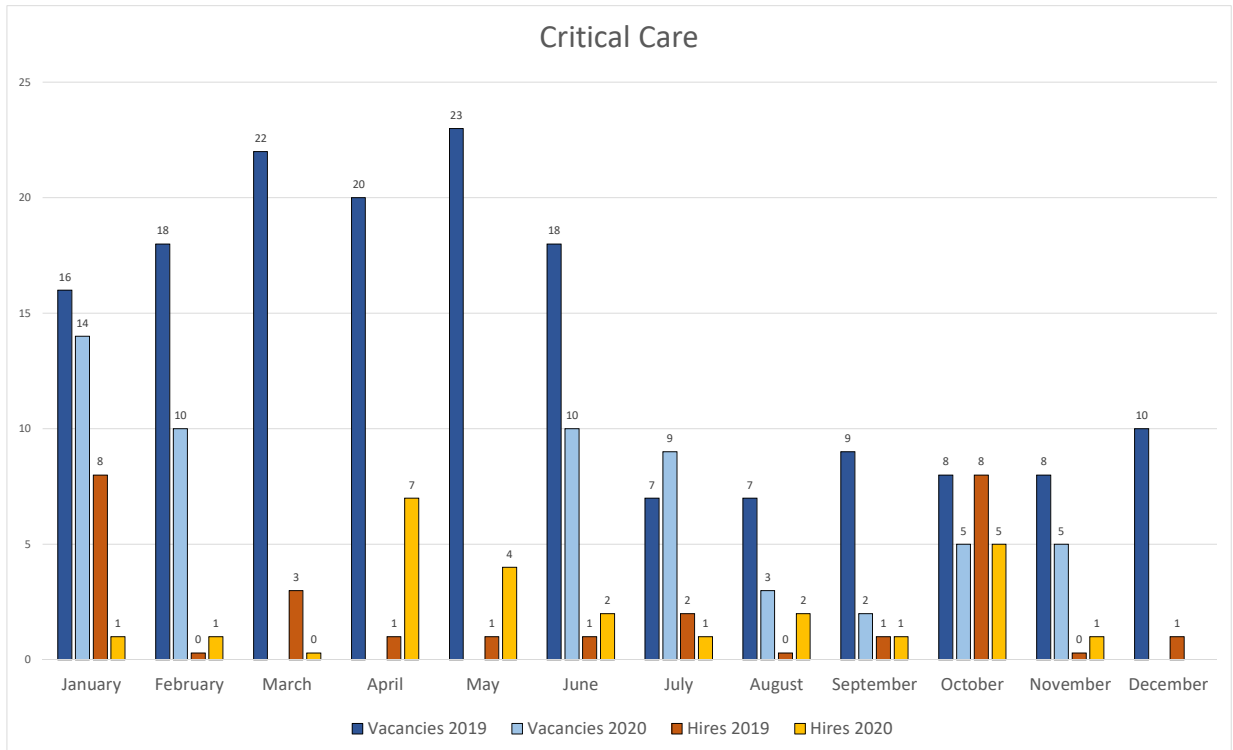
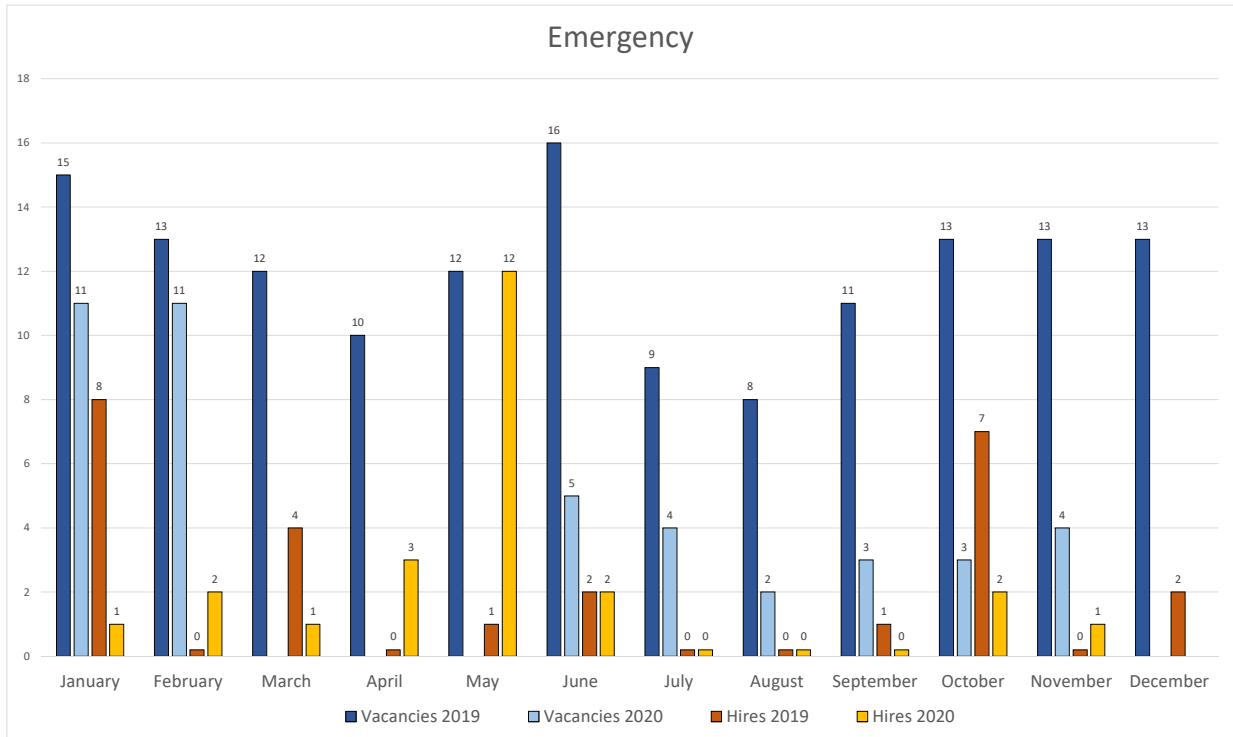
Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2406	Pharmacy Helper	7.00	6.00	1.00	14%
1406	Senior Clerk	37.80	32.80	5.00	13%
2930	Behavioral Health Clinic	14.50	12.60	1.90	13%
1404	Clerk	24.00	21.00	3.00	13%
2302	Nursing Assistant	8.00	7.00	1.00	13%
2112	Medical Records Technician	26.00	22.80	3.20	12%
2119	Health Care Analyst	18.00	16.00	2.00	11%
2740	Porter Supervisor I	9.00	8.00	1.00	11%
2846	Nutritionist	5.00	4.50	0.50	10%
2548	Occupational Therapist	17.59	16.00	1.59	9%
2110	Medical Records Clerk	25.60	23.60	2.00	8%
2323	Clinical Nurse Specialist	13.00	12.00	1.00	8%
2330	Anesthetist	13.40	12.40	1.00	7%
2556	Physical Therapist	24.40	22.60	1.80	7%
2450	Pharmacist	27.50	25.50	2.00	7%
2736	Porter	187.00	173.56	13.44	7%
2328	Nurse Practitioner	92.11	85.54	6.57	7%
2903	Eligibility Worker	113.80	106.00	7.80	7%
2471	Radiologic Technologist I, II, III	73.90	69.35	4.55	6%
2430	Medical Evaluations Assistant	168.56	159.61	8.95	5%
2604	Food Service Worker	52.10	50.00	2.10	4%
2303	Patient Care Assistant	181.80	174.80	7.00	4%
2320	Registered Nurse	978.35	949.75	28.60	3%
2409	Pharmacy Technician	53.50	51.98	1.53	3%
2920	Medical Social Worker	39.85	38.73	1.12	3%
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%
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%
1428	Unit Clerk	47.30	47.30	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%
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%

Budgeted Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1636	Health Care Billing Clerk II	20.00	20.00	0.00	0%
1637	Patient Accounts Clerk	24.00	24.00	0.00	0%
1663	Patient Accounts Supervisor	5.00	5.00	0.00	0%
1664	Patient Accounts Manager	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%
1932	Assistant Storekeeper	17.00	17.00	0.00	0%
1934	Storekeeper	3.00	3.00	0.00	0%
1936	Senior Storekeeper	1.00	1.00	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%
2322	Nurse Manager	40.00	40.00	0.00	0%
2324	Nursing Supervisor	12.00	12.00	0.00	0%
2326	<i>Nursing Supervisor - Psych</i>	1.00	1.00	0.00	0%
2390	CPD Technician	24.80	24.80	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%
2424	X-Ray Laboratory Aide	34.50	34.50	0.00	0%
2436	Electroencephalograph Tech I	1.00	1.00	0.00	0%
2453	Supervising Pharmacist	7.00	7.00	0.00	0%
2454	Clinical Pharmacist	34.50	34.50	0.00	0%
2472	Radiologic Technologist Lead	6.80	6.80	0.00	0%
2473	Diagnostic Medical Sonographer I, II, III	11.00	11.00	0.00	0%
2474	Diagnostic Medical Sonographer 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%
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%
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%
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%
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%
7236	Locksmith Supervisor 1	1.00	1.00	0.00	0%
7242	Painter Supervisor I	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%
	<b>Grand Total</b>	<b>3134.33</b>	<b>2914.41</b>	<b>219.92</b>	<b>7.02%</b>

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
943	Manager VIII	100%	0.00	1.00	Pending Selection
1662	Patient Accounts Asst Supv	100%	0.00	1.00	Pending Requisition Approval
2540	Audiologist	100%	0.00	1.00	Pending Requisition Request by Hiring Manager
2585	Health Worker I	100%	0.00	3.00	Interviews in Progress
2620	Food Service Mgr Administrator	100%	0.00	1.00	Interviews in Progress
6130	Safety Analyst	100%	0.00	1.00	Pending Requisition Request by Hiring Manager
6139	Sr Industrial Hygienist	100%	0.00	1.00	Interviews in Progress
7262	Maintenance Planner	100%	0.00	1.00	Pending Requisition Approval
1657	Senior Systems Accountant	50%	2.00	2.00	Pending Announcement/Exam Administration
1823	Senior Administrative Analyst	50%	1.00	1.00	Interviews in Progress
1825	Principal Administrative Analyst II	50%	1.00	1.00	Pending Announcement/Exam Administration
2558	Senior Physical Therapist	50%	1.00	1.00	Pending Announcement/Exam Administration
7205	Chief Stationary Engineer	50%	1.00	1.00	Interviews in Progress
7335	Sr Stationary Engineer	50%	3.00	3.00	Interviews in Progress
2909	Hospital Eligibility Worker Supv	45%	6.00	5.00	Pending Announcement/Exam Administration
3417	Gardener	40%	1.50	1.00	Pending Announcement/Exam Administration
2555	Physical Therapist Assistant	33%	2.00	1.00	Pending Requisition Approval
2305	Psychiatric Technician	30%	22.80	10.00	Pending Announcement/Exam Administration
2310	Surgical Procedures Technician	29%	14.90	6.10	Interviews in Progress
0923	Manager II	29%	5.00	2.00	Pending Announcement/Exam Administration
942	Manager VII	25%	3.00	1.00	Pending Requisition Approval
1635	Health Care Billing Clerk I	25%	3.00	1.00	Pending Requisition Approval
1824	Principal Administrative Analyst	25%	3.00	1.00	Pending Announcement/Exam Administration
2593	Health Program Coordinator III	25%	9.00	3.00	Pending Requisition Approval
2822	Health Educator	25%	3.00	1.00	Interviews in Progress
4320	Cashier I	25%	3.00	1.00	Pending Requisition Request by Hiring Manager
0941	Manager VI	20%	4.00	1.00	Pending Requisition Request by Hiring Manager
1654	Accountant III	20%	4.00	1.00	Pending Announcement/Exam Administration
2654	Cook	20%	8.00	2.00	Pending Announcement/Exam Administration
2908	Hospital Eligibility Worker	19%	63.00	15.00	Pending Announcement/Exam Administration
7334	Stationary Engineer	19%	21.00	5.00	Interviews in Progress
2587	Health Worker III	19%	22.00	5.00	Pending Announcement/Exam Administration
2314	Public Health Team Leader	18%	19.60	4.20	Pending Announcement/Exam Administration
0931	Manager III	17%	10.00	2.00	Pending Requisition Approval
1652	Senior Accountant	17%	5.00	1.00	Pending Announcement/Exam Administration
2105	Patient Services Finance Tech	17%	10.00	2.00	Pending Requisition Approval
2114	Medical Records Tech-Supv	17%	5.00	1.00	Pending Requisition Approval
2542	Speech Pathologist	16%	5.20	1.00	Pending Requisition Approval
2312	Licensed Vocational Nurse	16%	37.05	6.90	Pending Requisition Approval
2618	Food Service Supervisor	15%	5.50	1.00	Pending Announcement/Exam Administration
2586	Health Worker II	15%	56.48	10.02	Interviews in Progress/ Pending Announcement

Budgeted Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes
2406	Pharmacy Helper	14%	6.00	1.00	Pending Requisition Request by Hiring Manager
1406	Senior Clerk	13%	32.80	5.00	Interviews in Progress
2930	Behavioral Health Clinician	13%	12.60	1.90	Interviews in Progress
1404	Clerk	13%	21.00	3.00	Pending Requisition Approval
2302	Nursing Assistant	13%	7.00	1.00	Pending Requisition Approval
2112	Medical Records Technician	12%	22.80	3.20	Pending Requisition Request by Hiring Manager
2119	Health Care Analyst	11%	16.00	2.00	Pending Selection
2740	Porter Supervisor I	11%	8.00	1.00	Interviews in Progress
2846	Nutritionist	10%	4.50	0.50	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.



