

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (DECEMBER 2024)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status
 - Graphs: YTD vacancy rate, new hires, and separations
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1) Total hospital vacancies for December were at 7.06%, compared to November's 2024 vacancy rate of 6.27%. We've hired a total of thirty-eight (38) employees between December 1 and December 31, 2024, in various classifications including RNs and had seven (7) separations during the same period of which one (1) was a retirement. **Note:** Our data team has historically pulled metrics from two separate data sources that could impact our percentages, creating some variances in reporting. With the holiday season, this could mean that if delays in submissions of Request to Hires occurred, those positions would still be deemed "vacant" when they had candidates selected and moving through the process. For our January report out, we anticipate our data will be pulled from a single source.

2) The RN vacancy rate remained at 4.0%.

To mitigate challenges in hiring nurses:

- We partner with Hiring Managers to have a pre-approved selection process on file for quicker engagement with candidates
- We have ongoing partnerships with several nursing schools, such as University of San Francisco (USF), Samuel Merritt, City College of San Francisco (CCSF), and University of California, San Francisco (UCSF). Workforce and Career Development (WCD) focuses on internal development and offers information sessions on nurse reassignment. WCD has built relationships at CCSF for programs other than RN (i.e., Licensed Psychiatric Technician (LPT), Licensed Vocational Nurse (LVN), Health Worker (HW), and others).
- Fifteen (15) nurses were hired at ZSFG in December, including reassignments
- One (1) P103 Per Diem nurse was hired last month to fill gaps in vacancies

3) HR conducts weekly/monthly vacancy meetings with the hospital executive team, program managers and hiring managers to review hiring plans.

4) **RN hiring status update:**

- Emergency Care Unit-
 - 6.6 FTE Vacancies (4.61% RNs in this specialty) with 7 selections made with target start work date on January 18, 2025, February 1, 2025, and February 15, 2025
- Critical Care Unit -
 - 2.6 FTE Vacancies (1.46% of RNs in this specialty) with three selections made with target start work date on January 18, 2025, and March 15, 2025
- Med-Surgical Unit-
 - 10.6 FTE Vacancies (2.75% of RNs within this specialty) with eight selections made with target start work dates on January 18, 2025, and February 1, 2025
- OR Unit-
 - 0 FTE Vacancies (0% of RNs within this specialty)

5) **RN Training Update:**

- A Neonatal Training Program is anticipated in early February 2025 with a cohort of up to four (4)
- A Medical/Surgical Training Program is anticipated with staggered start dates in January and February with a cohort of up to ten (10)

6) **Highlights of ZSFG non-RN hiring:**

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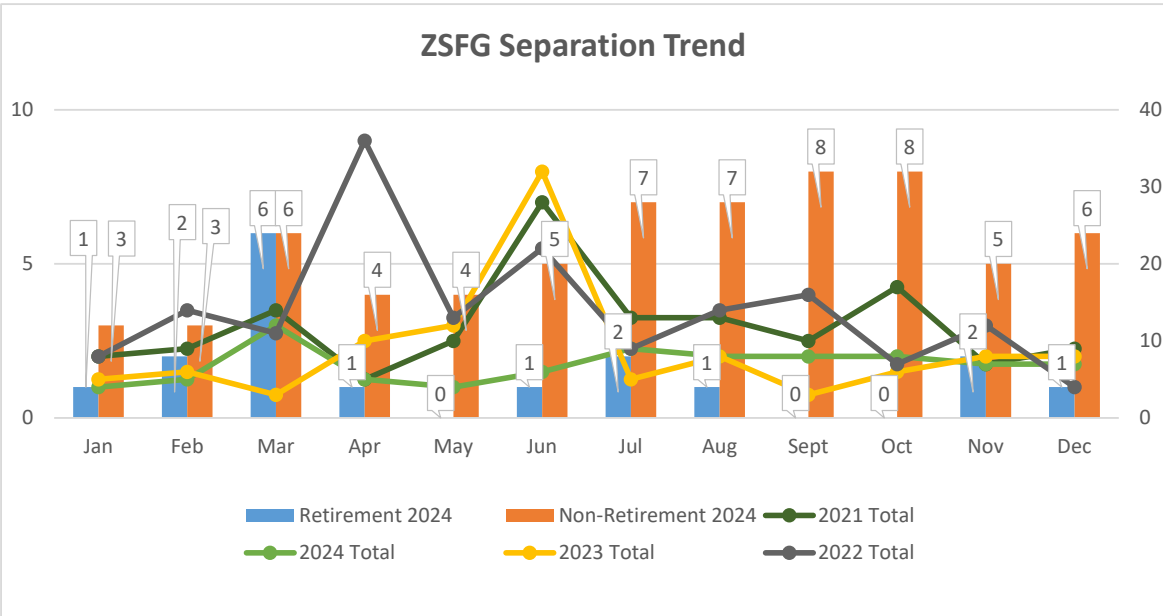
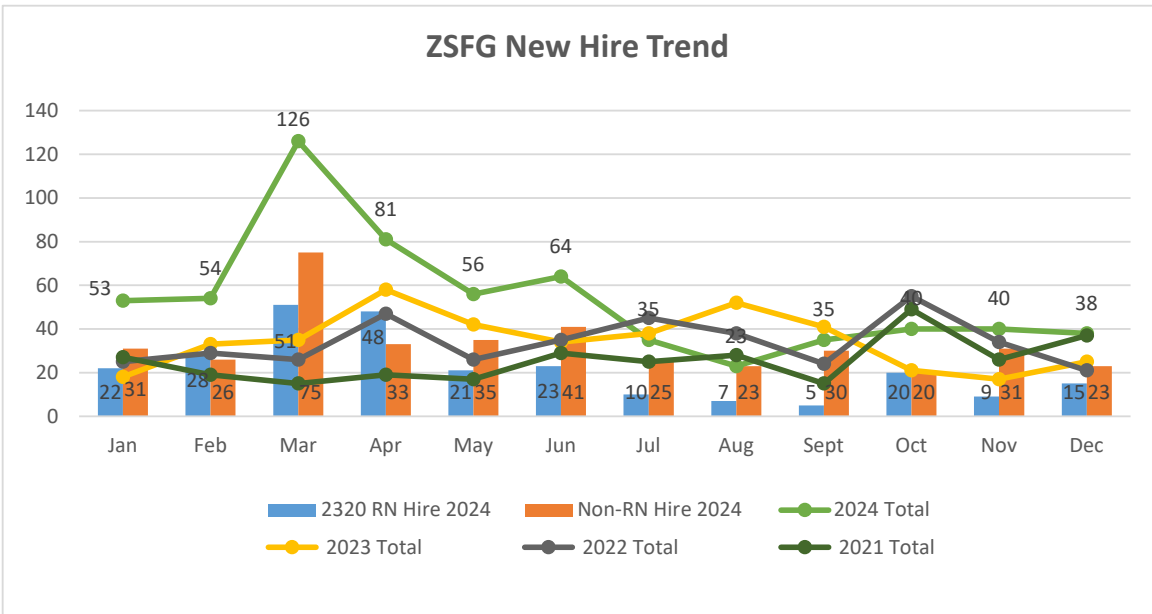
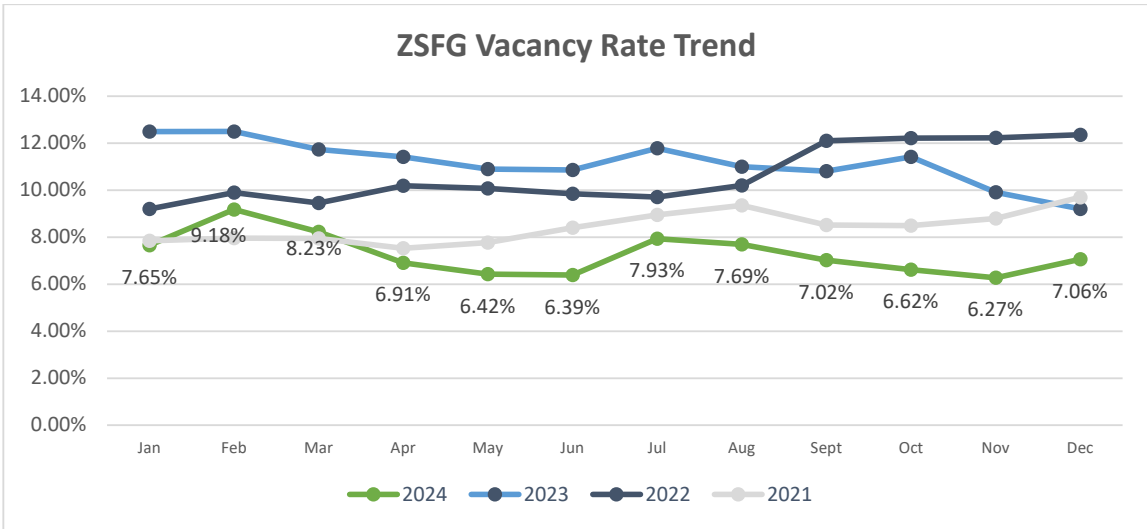
- Five (5) 2903 Hospital Eligibility Workers
- Two (2) 2409 Pharmacy Technicians
- Two (2) 2303 Certified Nursing Assistants
- Two (2) 2430 Medical Evaluations Assistants
- One (1) 1632 Senior Account Clerk

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1402	Junior Clerk	1.0	0.0	1.0	100%
1840	Junior Management Assistant	1.0	0.0	1.0	100%
2408	Senior Pharmacy Helper	1.0	0.0	1.0	100%
2619	Senior Food Service Supervisor	1.0	0.0	1.0	100%
2932	Senior Behavioral Health Clinician	1.0	0.0	1.0	100%
6139	Sr Industrial Hygienist	1.0	0.0	1.0	100%
7236	Locksmith Supervisor 1	1.0	0.0	1.0	100%
9910	Health Worker II (Interpreter Trainee)	11.0	3.0	8.0	73%
2822	Health Educator	3.0	1.0	2.0	67%
2540	Audiologist	2.1	1.0	1.1	52%
0933	#N/A	4.0	2.0	2.0	50%
1408	Principal Clerk	4.0	2.0	2.0	50%
2392	Sr CPD Technician	2.0	1.0	1.0	50%
2591	Health Program Coordinator II	2.0	1.0	1.0	50%
2924	Medical Social Work Supv	2.0	1.0	1.0	50%
3530	Chaplain	4.0	2.0	2.0	50%
5506	Project Manager III	2.0	1.0	1.0	50%
2473	Diagnostic Medical Sonographer I, II, III	4.9	2.8	2.1	43%
0931	Manager III	10.0	6.0	4.0	40%
2310	Surgical Procedures Technician	22.0	13.9	8.1	37%
2469	Diagnostic Imaging Tech III	2.8	1.8	1.0	36%
0942	Manager VII	3.0	2.0	1.0	33%
1404	Clerk	3.0	2.0	1.0	33%
1410	Chief Clerk	3.0	2.0	1.0	33%
1663	Patient Accounts Supervisor	6.0	4.0	2.0	33%
1822	Administrative Analyst	3.0	2.0	1.0	33%
1823	Senior Administrative Analyst	3.0	2.0	1.0	33%
2119	Health Care Analyst	19.0	13.0	6.0	32%
2930	Behavioral Health Clinician	20.5	14.1	6.4	31%
1824	Principal Administrative Analyst	7.0	5.0	2.0	29%
2496	Radiologic Technologist Supv	7.0	5.0	2.0	29%
2323	Clinical Nurse Specialist	8.0	6.0	2.0	25%
2585	Health Worker I	4.0	3.0	1.0	25%
1406	Senior Clerk	41.8	31.6	10.2	24%
2324	Nursing Supervisor	14.0	11.0	3.0	21%
0941	Manager VI	5.0	4.0	1.0	20%
1635	Health Care Billing Clerk I	5.0	4.0	1.0	20%
1934	Storekeeper	5.0	4.0	1.0	20%
2654	Cook	10.0	8.0	2.0	20%
2593	Health Program Coordinator III	16.0	13.0	3.0	19%
2305	Psychiatric Technician	43.4	35.9	7.5	17%

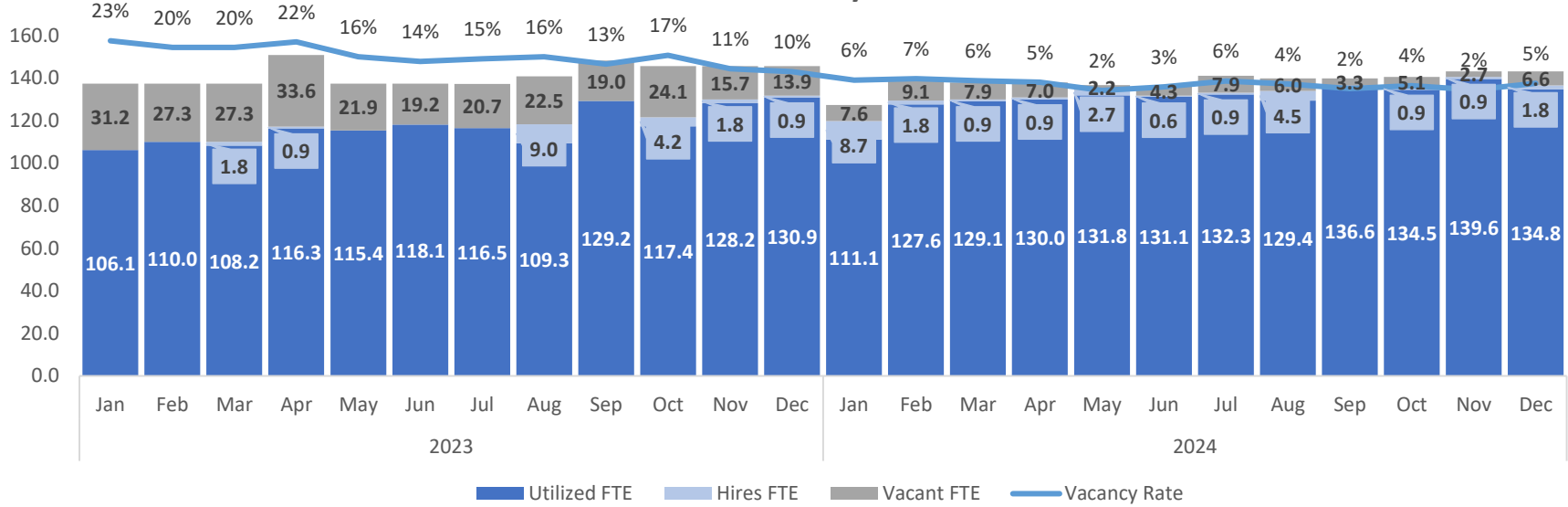
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
0923	Manager II	6.0	5.0	1.0	17%
1654	Accountant III	6.0	5.0	1.0	17%
2586	Health Worker II	70.5	59.0	11.5	16%
2453	Supervising Pharmacist	7.0	6.0	1.0	14%
2105	Patient Services Finance Tech	8.1	7.0	1.1	14%
2606	Senior Food Service Worker	8.0	7.0	1.0	13%
7334	Stationary Engineer	26.0	23.0	3.0	12%
2903	Hospital Eligibility Worker	128.3	114.0	14.3	11%
2622	Dietetic Technician	5.6	5.0	0.6	11%
2312	Licensed Vocational Nurse	52.6	47.0	5.5	11%
1429	Nurses Staffing Assistant	12.0	10.8	1.2	10%
2328	Nurse Practitioner	80.5	72.6	7.9	10%
2218	Physician Assistant	8.6	7.8	0.8	9%
2330	Anesthetist	13.4	12.3	1.1	8%
2430	Medical Evaluations Assistant	167.3	153.6	13.7	8%
1428	Unit Clerk	48.3	44.5	3.8	8%
2471	Radiologic Technologist I, II, III	25.9	23.9	2.0	8%
2322	Nurse Manager	41.0	38.0	3.0	7%
2587	Health Worker III	28.5	26.5	2.0	7%
1636	Health Care Billing Clerk II	18.0	17.0	1.0	6%
2920	Medical Social Worker	32.7	30.9	1.8	5%
2908	Senior Hospital Eligibility Worker	75.6	71.6	4.0	5%
2550	Sr Occupational Therapist	2.0	1.9	0.1	5%
2604	Food Service Worker	51.5	49.0	2.5	5%
1708	Senior Telephone Operator	11.0	10.5	0.5	5%
2320	Registered Nurse	1064.3	1026.3	38.1	4%
2736	Porter	198.5	193.5	5.0	3%
2468	Diagnostic Imaging Tech II	27.0	26.5	0.6	2%
2556	Physical Therapist	25.4	25.0	0.4	2%
2424	X-Ray Laboratory Aide	34.9	34.5	0.4	1%
2409	Pharmacy Technician	56.5	56.0	0.5	1%
2303	Patient Care Assistant	192.2	190.7	1.5	1%

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
1840	Junior Management Assistant	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
9910	Health Worker II (Interpreter Trainee	73%	3.0	8.0	Pending Requisition Request by Hiring Manager	30 days
2473	Diagnostic Medical Sonographer I, II	43%	2.8	2.1	Pending Requisition Request by Hiring Manager	30 days
2496	Radiologic Technologist Supv	29%	5.0	2.0	Pending Requisition Request by Hiring Manager	30 days
2654	Cook	20%	8.0	2.0	Pending Requisition Request by Hiring Manager	30 days
2586	Health Worker II	16%	59.0	11.5	Pending Requisition Request by Hiring Manager	30 days
1402	Junior Clerk	100%	0.0	1.0	Pending Requisition approval	5-10 days
6139	Sr Industrial Hygienist	100%	0.0	1.0	Pending Requisition approval	5-10 days
1408	Principal Clerk	50%	2.0	2.0	Pending Requisition approval	5-10 days
2392	Sr CPD Technician	50%	1.0	1.0	Pending Requisition approval	5-10 days
2924	Medical Social Work Supv	50%	1.0	1.0	Pending Requisition approval	5-10 days
2310	Surgical Procedures Technician	37%	13.9	8.1	Pending Requisition approval	5-10 days
0942	Manager VII	33%	2.0	1.0	Pending Requisition approval	5-10 days
2119	Health Care Analyst	32%	13.0	6.0	Pending Requisition approval	5-10 days
2930	Behavioral Health Clinician	31%	14.1	6.4	Pending Requisition approval	5-10 days
1824	Principal Administrative Analyst	29%	5.0	2.0	Pending Requisition approval	5-10 days
2585	Health Worker I	25%	3.0	1.0	Pending Requisition approval	5-10 days
1406	Senior Clerk	24%	31.6	10.2	Pending Requisition approval	5-10 days
2324	Nursing Supervisor	21%	11.0	3.0	Pending Requisition approval	5-10 days
2305	Psychiatric Technician	17%	35.9	7.5	Pending Requisition approval	5-10 days
2105	Patient Services Finance Tech	14%	7.0	1.1	Pending Requisition approval	5-10 days
2903	Hospital Eligibility Worker	0.11	114.0	14.3	Pending Requisition approval	5-10 days
3530	Chaplain	50%	2.0	2.0	Pending Requisition approval	5-10 days
2606	Senior Food Service Worker	13%	7.0	1.0	Pending Requisition approval	5-10 days
7236	Locksmith Supervisor 1	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
2540	Audiologist	52%	1.0	1.1	Pending Announcement/Exam Administration	60-90 days
5506	Project Manager III	50%	1.0	1.0	Pending Announcement/Exam Administration	60-90 days
0931	Manager III	40%	6.0	4.0	Pending Announcement/Exam Administration	60-90 days
1410	Chief Clerk	33%	2.0	1.0	Pending Announcement/Exam Administration	60-90 days
1663	Patient Accounts Supervisor	33%	4.0	2.0	Pending Announcement/Exam Administration	60-90 days
2323	Clinical Nurse Specialist	25%	6.0	2.0	Pending Announcement/Exam Administration	60-90 days
2593	Health Program Coordinator III	19%	13.0	3.0	Pending Announcement/Exam Administration	60-90 days
0923	Manager II	17%	5.0	1.0	Pending Announcement/Exam Administration	60-90 days
2328	Nurse Practitioner	0.10	72.6	7.9	Pending Announcement/Exam Administration	60-90 days
2822	Health Educator	67%	1.0	2.0	Onboarding	10-20 days
0941	Manager VI	20%	4.0	1.0	Onboarding	10-20 days
1934	Storekeeper	20%	4.0	1.0	Onboarding	10-20 days
1654	Accountant III	17%	5.0	1.0	Onboarding	10-20 days
2622	Dietetic Technician	0.11	5.0	0.6	Onboarding	10-20 days
2408	Senior Pharmacy Helper	100%	0.0	1.0	Interviews in progress/Pending Selection	30 days
0933	Manager V	50%	2.0	2.0	Interviews in progress/Pending Selection	30 days

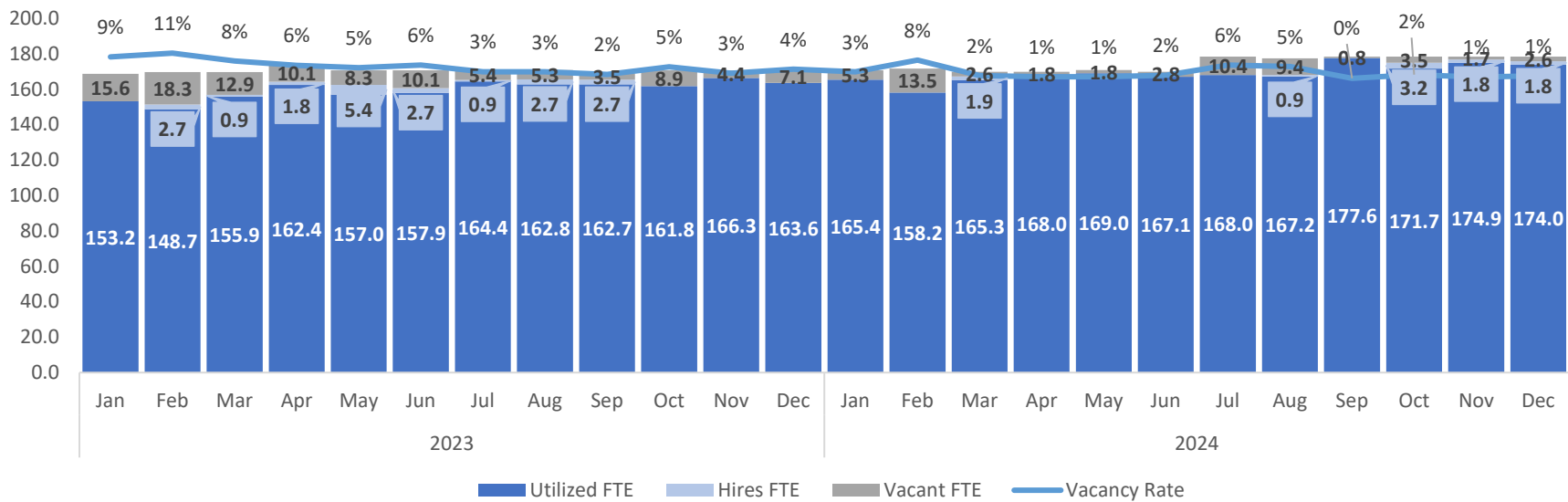
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1429	Nurses Staffing Assistant	0.10	10.8	1.2	Interviews in progress/Pending Selection	30 days
2619	Senior Food Service Supervisor	100%	0.0	1.0	Interviews in progress/Pending Selection	30 days
2591	Health Program Coordinator II	50%	1.0	1.0	Interviews in progress/Pending Selection	30 days
7334	Stationary Engineer	0.12	23.0	3.0	Interviews in progress/Pending Selection	30 days
2932	Senior Behavioral Health Clinician	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
2469	Diagnostic Imaging Tech III	36%	1.8	1.0	Pending Requisition Request by Hiring Manager	30 days
1404	Clerk	33%	2.0	1.0	Pending Requisition Request by Hiring Manager	30 days
1823	Senior Administrative Analyst	33%	2.0	1.0	Pending Requisition Request by Hiring Manager	30 days



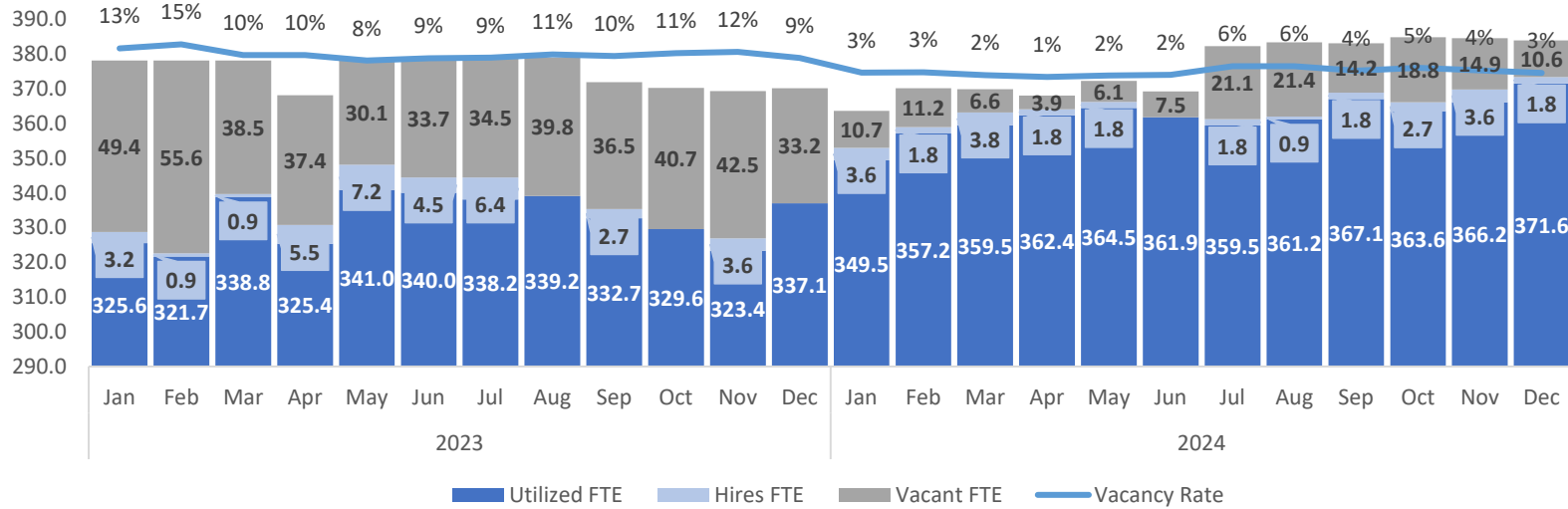
ZSFG ED Vacancy Rate Trend



ZSFG CC Vacancy Rate Trend



ZSFG MS Vacancy Rate Trend



ZSFG OR Vacancy Rate Trend

