

ZSFG HUMAN RESOURCE SERVICES REPORT
Submitted to the Joint Conference Committee (FEBRUARY 2024)

Report Contents:

- Vacancy Report
- Summary of Hiring Status
- Graphs: YTD vacancy rate, new hires, and separations

- 1) Total hospital vacancies decreased to 7.65% as of January 2024, compared to 9.20% in December 2023. We've hired a total of fifty-three (53) employees between January 1 and January 31, 2024, in various classifications including RNs and had four (4) separations during the same period of which one (1) was a retirement.
- 2) RN vacancy rate decreased to 4.0%.

To mitigate challenges in hiring nurses:

- Four (4) P103 Per Diem nurses were hired last month to fill gaps in vacancies
- Over the last 60 days, nursing leadership, in collaboration with HR, conducted an expedited hiring project to fill RN vacancies. Hiring Managers have made over 100 selections to fill vacancies DPH-wide. The anticipated start work dates are in February and March
- HR will hold RN onboarding events starting on 2/23/24 for all new hires
- An RN Open House/Info Session is being planned within the next couple of months
- Nursing leadership and HR have developed a strategic hiring plan and timeline for a continuous RN hiring

- 3) HR conducts weekly/monthly vacancy meetings with the hospital executive team, or Program Managers, to review hiring plans.
- 4) **RN hiring status update:**
 - Emergency Care Unit-
 - 7.6 FTE Vacancies (5.97% RNs in this specialty) with three selections made with target start work dates on March 2, 2024 and March 16, 2024
 - Critical Care Unit -
 - 5.3 FTE Vacancies (3.10% of RNs in this specialty) with two selections made with target start work dates on March 16, 2024
 - Med-Surgical Unit-
 - 10.7 FTE Vacancies (5.97% of RNs within this specialty) with eleven selections made with target start work dates on March 2, 2024, March 16, 2024 and March 30, 2024
 - OR Unit-
 - 1 FTE Vacancies (1.86% of RNs within this specialty) with one selection made with target start work date on March 2, 2024
- 5) **RN Training Update:**
 - Next Critical Care Training program will be scheduled when additional positions become available
 - Next Emergency Care Training Program is anticipated in April 2024 with a cohort of up to ten (10)
 - Next Med/Surg Training Program is anticipated March 2024, with staggered start dates through March and April, with a cohort of up to thirty (30)
 - Next OR Training Program is targeted for March 2024
- 6) **Highlights of ZSFG non-RN hiring:**
 - Four (4) 2471 Radiologic Technologist
 - One (1) 2548 Occupational Therapist
 - Three (3) 7334 Stationary Engineer

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- Six (6) 2586 Health Worker II
- One (1) 1632 Senior Accounting Clerk

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1230	Instructional Designer	1.0	0.0	1.0	100%
1840	Junior Management Assistant	1.0	0.0	1.0	100%
2326	Nursing Supervisor - Psych	1.0	0.0	1.0	100%
2620	Food Service Mgr Administrator	1.0	0.0	1.0	100%
5177	Safety Officer	1.0	0.0	1.0	100%
7236	Locksmith Supervisor 1	1.0	0.0	1.0	100%
1824	Principal Administrative Analyst	6.0	2.0	4.0	67%
2822	Health Educator	3.0	1.0	2.0	67%
4320	Cashier I	3.0	1.0	2.0	67%
3417	Gardener	2.5	1.0	1.5	60%
9910	Health Worker II (Interpreter Trainee)	13.0	6.0	7.0	54%
2540	Audiologist	2.1	1.0	1.1	52%
0943	Manager VIII	2.0	1.0	1.0	50%
1408	Principal Clerk	4.0	2.0	2.0	50%
1634	Principal Account Clerk	2.0	1.0	1.0	50%
1652	Accountant II	2.0	1.0	1.0	50%
1822	Administrative Analyst	4.0	2.0	2.0	50%
1934	Storekeeper	4.0	2.0	2.0	50%
2107	Medical Staff Svcs-Analyst	2.0	1.0	1.0	50%
2591	Health Program Coordinator II	2.0	1.0	1.0	50%
5506	Project Manager III	2.0	1.0	1.0	50%
2310	Surgical Procedures Technician	22.0	12.9	9.1	41%
0931	Manager III	11.0	7.0	4.0	36%
0933	Manager V	3.0	2.0	1.0	33%
0942	Manager VII	3.0	2.0	1.0	33%
2106	Medical Staff Svcs-Specialist	3.0	2.0	1.0	33%
1406	Senior Clerk	41.8	29.6	12.3	29%
2622	Dietetic Technician	5.6	4.0	1.6	29%
2453	Supervising Pharmacist	8.0	6.0	2.0	25%
2585	Health Worker I	4.0	3.0	1.0	25%
2119	Health Care Analyst	19.0	15.0	4.0	21%
1404	Clerk	5.0	4.0	1.0	20%
2305	Psychiatric Technician	42.4	34.6	7.8	18%
1632	Senior Account Clerk	6.0	5.0	1.0	17%
1636	Health Care Billing Clerk II	18.0	15.0	3.0	17%
7334	Stationary Engineer	26.0	22.0	4.0	15%
2586	Health Worker II	68.5	58.0	10.5	15%
2406	Pharmacy Helper	7.0	6.0	1.0	14%
2496	Radiologic Technologist Supv	7.0	6.0	1.0	14%
2105	Patient Services Finance Tech	8.1	7.0	1.1	14%
2604	Food Service Worker	53.6	46.6	7.0	13%
2930	Behavioral Health Clinchn	18.5	16.1	2.4	13%
2314	Public Health Team Leader	23.8	20.8	3.0	13%
2312	Licensed Vocational Nurse	52.6	46.1	6.5	12%
2390	CPD Technician	24.8	21.8	3.0	12%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1637	Patient Accounts Clerk	27.0	24.0	3.0	11%
2740	Porter Supervisor I	9.0	8.0	1.0	11%
2903	Hospital Eligibility Worker	123.3	110.8	12.5	10%
2328	Nurse Practitioner	83.3	75.0	8.3	10%
2624	Dietitian	10.0	9.0	1.0	10%
2654	Cook	10.0	9.0	1.0	10%
1428	Unit Clerk	48.3	43.5	4.8	10%
2322	Nurse Manager	41.0	37.0	4.0	10%
2430	Medical Evaluations Assistant	172.3	156.4	16.0	9%
1708	Senior Telephone Operator	12.0	11.0	1.0	9%
2218	Physician Assistant	9.4	8.6	0.8	9%
2909	Hospital Eligibility Worker Supv	12.0	11.0	1.0	8%
2330	Anesthetist	13.4	12.3	1.1	8%
2548	Occupational Therapist	18.6	17.1	1.5	8%
2587	Health Worker III	27.0	25.0	2.0	7%
2593	Health Program Coordinator III	15.0	14.0	1.0	7%
2606	Senior Food Service Worker	8.0	7.5	0.5	6%
2409	Pharmacy Technician	57.5	54.0	3.5	6%
1932	Assistant Storekeeper	17.0	16.0	1.0	6%
1429	Nurses Staffing Assistant	12.0	11.3	0.7	6%
2550	Sr Occupational Therapist	2.0	1.9	0.1	5%
2320	Registered Nurse	1018.6	978.4	40.2	4%
2556	Physical Therapist	25.4	24.5	1.0	4%
2303	Patient Care Assistant	193.1	186.1	7.0	4%
2471	Radiologic Technologist I, II, III	18.9	18.3	0.6	3%
2908	Senior Hospital Eligibility Worker	75.6	73.6	2.0	3%
2736	Porter	196.5	192.9	3.6	2%
2468	Diagnostic Imaging Tech II	32.0	31.5	0.6	2%

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
1230	Instructional Designer	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
1840	Junior Management Assistant	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
2326	Nursing Supervisor - Psych	100%	0.0	1.0	Pending Requisition approval	5-10 days
2620	Food Service Mgr Administrator	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
5177	Safety Officer	100%	0.0	1.0	Interviews in progress/Pending Selection	30 days
7236	Locksmith Supervisor 1	100%	0.0	1.0	Pending Requisition approval	5-10 days
1824	Principal Administrative Analyst	67%	2.0	4.0	Interviews in progress/Pending Selection	30 days
2822	Health Educator	67%	1.0	2.0	Pending Announcement/Exam Administration	60-90 days
4320	Cashier I	67%	1.0	2.0	Pending Requisition Approval	5-10 days
3417	Gardener	60%	1.0	1.5	Pending Announcement/Exam Administration	60-90 days
9910	Health Worker II (Interpreter Trainee)	54%	6.0	7.0	Pending Requisition Request by Hiring Manager	30 days
2540	Audiologist	52%	1.0	1.1	Pending Requisition Request by Hiring Manager	30 days
0943	Manager VIII	50%	1.0	1.0	Pending Requisition approval	5-10 days
1408	Principal Clerk	50%	2.0	2.0	Pending Requisition approval	5-10 days
1634	Principal Account Clerk	50%	1.0	1.0	Interviews in progress/Pending Selection	30 days
1652	Accountant II	50%	1.0	1.0	Interviews in progress/Pending Selection	30 days
1822	Administrative Analyst	50%	2.0	2.0	Onboarding	10-20 days
1934	Storekeeper	50%	2.0	2.0	Pending Announcement/Exam Administration	60-90 days
2107	Medical Staff Svcs-Analyst	50%	1.0	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
5506	Project Manager III	50%	1.0	1.0	Pending Requisition approval	5-10 days
2310	Surgical Procedures Technician	41%	12.9	9.1	Pending Requisition approval	5-10 days
0931	Manager III	36%	7.0	4.0	Pending Requisition approval	5-10 days
0933	Manager V	33%	2.0	1.0	Pending Announcement/Exam Administration	60-90 days
0942	Manager VII	33%	2.0	1.0	Onboarding	10-20 days
2106	Medical Staff Svcs-Specialist	33%	2.0	1.0	Pending Announcement/Exam Administration	60-90 days
1406	Senior Clerk	29%	29.6	12.3	Interviews in progress/Pending Selection	30 days
2622	Dietetic Technician	29%	4.0	1.6	Pending Announcement/Exam Administration	60-90 days
2453	Supervising Pharmacist	25%	6.0	2.0	Interviews in progress/Pending Selection	30 days
2585	Health Worker I	25%	3.0	1.0	Pending Requisition approval	5-10 days
2119	Health Care Analyst	21%	15.0	4.0	Interviews in progress/Pending Selection	30 days
1404	Clerk	20%	4.0	1.0		
2305	Psychiatric Technician	18%	34.6	7.8	Interviews in progress/Pending Selection	30 days
1632	Senior Account Clerk	17%	5.0	1.0	Interviews in progress/Pending Selection	30 days
1636	Health Care Billing Clerk II	17%	15.0	3.0	Pending Announcement/Exam Administration	60-90 days
7334	Stationary Engineer	15%	22.0	4.0	Interviews in progress/Pending Selection	30 days
2586	Health Worker II	15%	58.0	10.5	Interviews in progress/Pending Selection	30 days
2406	Pharmacy Helper	14%	6.0	1.0	Pending Announcement/Exam Administration	60-90 days
2496	Radiologic Technologist Supv	14%	6.0	1.0	Onboarding	10-20 days
2105	Patient Services Finance Tech	14%	7.0	1.1	Onboarding	10-20 days
2604	Food Service Worker	13%	46.6	7.0	Pending Announcement/Exam Administration	60-90 days
2930	Behavioral Health Clininc	13%	16.1	2.4	Interviews in progress/Pending Selection	30 days
2314	Public Health Team Leader	13%	20.8	3.0	Interviews in progress/Pending Selection	30 days
2312	Licensed Vocational Nurse	12%	46.1	6.5		
2390	CPD Technician	12%	21.8	3.0		

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2740	Porter Supervisor I	11%	8.0	1.0	Interviews in progress/Pending Selection	30 days
2903	Hospital Eligibility Worker	10%	110.8	12.5	Onboarding	10-20 days
2328	Nurse Practitioner	10%	75.0	8.3		
2624	Dietitian	10%	9.0	1.0	Pending Requisition approval	5-10 days
2654	Cook	10%	9.0	1.0	Interviews in progress/Pending Selection	30 days
1428	Unit Clerk	10%	43.5	4.8	Pending Announcement/Exam Administration	60-90 days
2322	Nurse Manager	10%	37.0	4.0	Onboarding	10-20 days





