

## Submitted to the Joint Conference Committee (June 2022)

### Report Contents:

- Vacancy Report
  - Summary of Hiring Status (Vacancy rate over 10%)
  - Graphs: YTD vacancy rate, new hires, separations, MHSF and BERT hiring
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- 1) Total hospital vacancies decreased to 9.85% as of May 2022, which is down from 10.08% in May 2022. We've hired a total of thirty-five (35) employees between June 1 and June 30, 2022, in various classifications including RNs and had twenty-two (22) separations during the same period of which thirteen (13) were retirement(s). We expect to see a higher increase in separations due to retirements through August 30<sup>th</sup>
- 2) RN vacancy rate remains at 6% this past month.  
To mitigate challenges in hiring nurses:
  - Continuing to direct hire using the Mayor Declaration of emergency for RN permanent positions, which speeds up selection process, however, the Mayor declaration for emergency hiring ended on July 8, 2022 requiring the Department to speed up selections under this declaration.
  - Host regular hiring events for immediate offers
- 3) HR conducts weekly/monthly vacancy meetings with the hospital executive team, or Program Managers, to review hiring plan.
- 4) **RN hiring status update:**
  - Emergency Care Unit-
    - Twelve (12) Experienced vacancies (11.94% of RNs in this specialty)
    - Four (4) Training vacancies (note, as of July 20<sup>th</sup>, only one (1) training vacancy remaining until next training class).
  - Critical Care Unit –
    - Seven (7) Experience vacancies (5.49% of RNs in this specialty)
  - Med-Surgical Unit-
    - Eight (8) Experience vacancies (3.59% of RNs in this specialty)
    - One (1) Training vacancy\*
  - OR Unit-
    - Two (2) Experienced vacancies (4.59% of RNs within this specialty)
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- 5) **RN Training Update:**
  - ED next class is scheduled for August 8, 2022- Nine (9) hired for upcoming class, next class scheduled for December 2022.
  - ICU class began on July 9, 2022-Five (5) hired for upcoming class, next class scheduled for November 2022.
- 6) We are facing delays with onboarding and start work dates due to limited availability of medical examinations, however, HR is working diligently with Occupational Health to assign temporary additional resources from Ambulatory Care to provide additional medical examinations for hires.
- 7) We are planning to host our next RN hiring event in mid-September to extend offers to candidates in our existing qualified applicant pool to positions approved under direct hire as well as, offers to new grads for November and December 2022 training classes.

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
933	Manager V	1.0	0.0	1.0	100%
1093	IT Operations Support Admin III	1.0	0.0	1.0	100%
1052	IS Business Analyst	1.0	0.0	1.0	100%
1630	Account Clerk	1.0	0.0	1.0	100%
1840	Junior Management Assistant	1.0	0.0	1.0	100%
2540	Audiologist	1.0	0.0	1.0	100%
4322	Cashier 3	1.0	0.0	1.0	100%
5177	Safety Officer	1.0	0.0	1.0	100%
6138	Industrial Hygienist	1.0	0.0	1.0	100%
6139	Sr Industrial Hygienist	1.0	0.0	1.0	100%
7205	Chief Stationary Engineer	2.0	0.0	2.0	100%
1635	Health Care Billing Clerk I	6.0	2.0	4.0	67%
1649	Accountant II (Accountant Intern)	3.0	1.0	2.0	67%
1652	Accountant II	2.0	1.0	1.0	50%
1824	Principal Administrative Analyst	4.0	2.0	2.0	50%
2202	Dental Aide	2.0	1.0	1.0	50%
2520	Morgue Attendant	1.0	0.5	0.5	50%
2558	Senior Physical Therapist	2.0	1.0	1.0	50%
2585	Health Worker I	4.0	2.0	2.0	50%
2822	Health Educator	4.0	2.0	2.0	50%
5506	Project Manager III	2.0	1.0	1.0	50%
9910	Health Worker II (Interpreter Trainee)	10.0	5.0	5.0	50%
941	Manager VI	5.0	3.0	2.0	40%
1654	Accountant III	5.0	3.0	2.0	40%
2305	Psychiatric Technician	42.6	27.0	15.6	37%
1404	Clerk	3.0	2.0	1.0	33%
1823	Senior Administrative Analyst	3.0	2.0	1.0	33%
1942	Assistant Materials Coordinator	3.0	2.0	1.0	33%
2106	Medical Staff Svcs-Specialist	3.0	2.0	1.0	33%
2591	Health Program Coordinator II	3.0	2.0	1.0	33%
2740	Porter Supervisor I	9.0	6.0	3.0	33%
2770	Senior Laundry Worker	3.0	2.0	1.0	33%
2654	Cook	10.0	7.0	3.0	30%
2119	Health Care Analyst	18.0	13.0	5.0	28%
931	Manager III	12.0	9.0	3.0	25%
1093	IT Operations Support Admin III	4.0	3.0	1.0	25%
1657	Senior Systems Accountant	4.0	3.0	1.0	25%
2105	Patient Services Finance Tech	8.0	6.0	2.0	25%
2112	Medical Records Technician	4.0	3.0	1.0	25%
2587	Health Worker III	28.0	21.0	7.0	25%
2785	Assistant General Services Mgr	4.0	3.0	1.0	25%

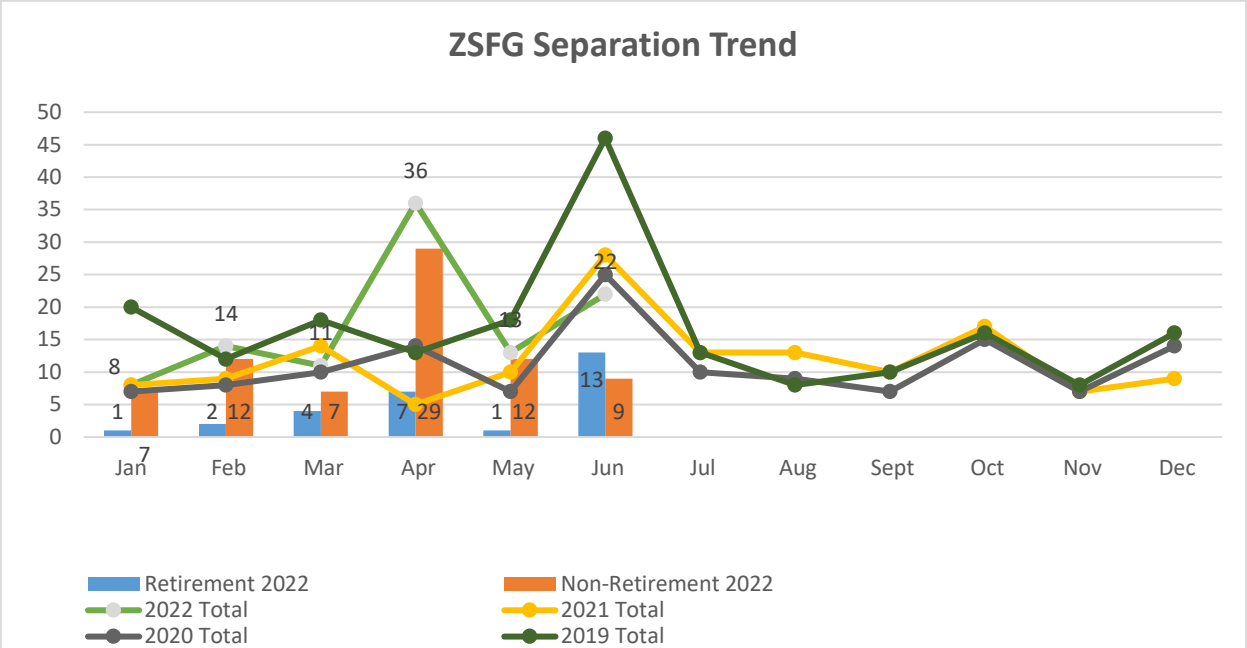
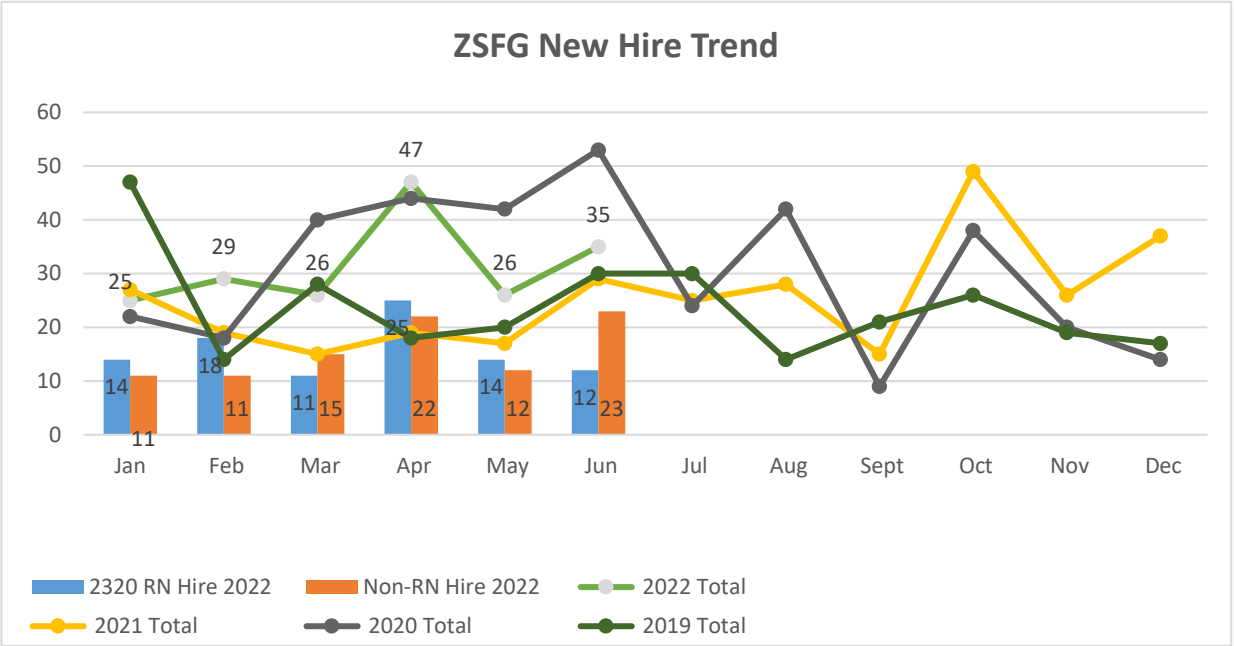
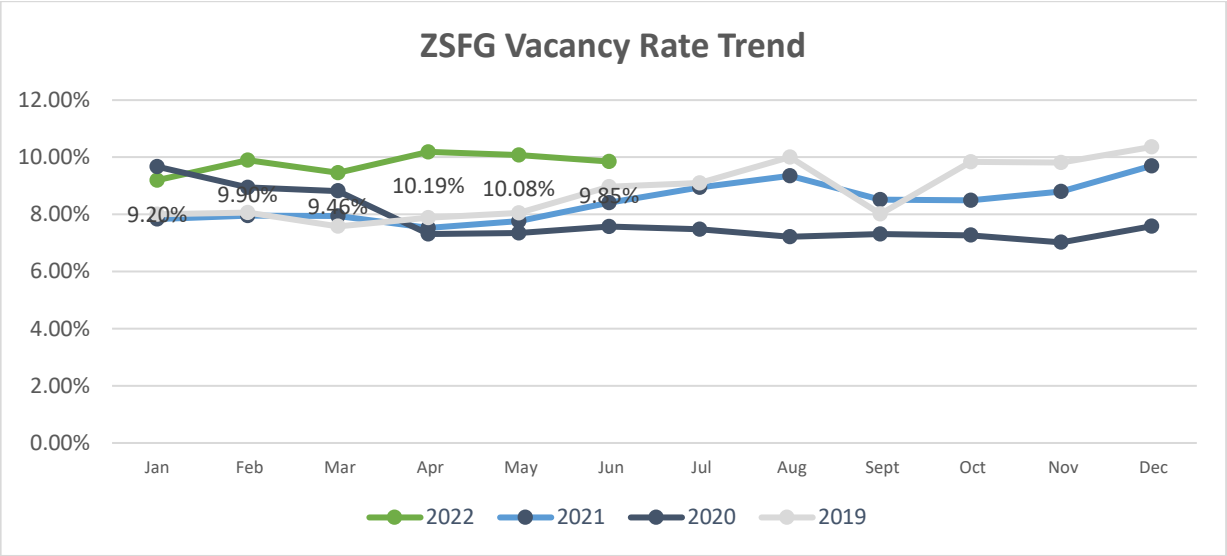
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2310	Surgical Procedures Technician	21.0	15.9	5.1	24%
2548	Occupational Therapist	17.6	13.6	4.0	23%
1636	Health Care Billing Clerk II	18.0	14.0	4.0	22%
2323	Clinical Nurse Specialist	9.0	7.0	2.0	22%
1406	Senior Clerk	41.8	32.6	9.3	22%
922	Manager I	5.0	4.0	1.0	20%
7334	Stationary Engineer	26.0	21.0	5.0	19%
2908	Senior Hospital Eligibility Worker	73.6	60.6	13.0	18%
2314	Public Health Team Leader	23.8	19.8	4.0	17%
7335	Sr Stationary Engineer	6.0	5.0	1.0	17%
2586	Health Worker II	56.0	47.0	9.0	16%
1637	Patient Accounts Clerk	27.0	23.0	4.0	15%
2903	Hospital Eligibility Worker	122.8	104.7	18.1	15%
2406	Pharmacy Helper	7.0	6.0	1.0	14%
2593	Health Program Coordinator III	14.0	12.0	2.0	14%
2920	Medical Social Worker	38.7	33.6	5.1	13%
2606	Senior Food Service Worker	8.0	7.0	1.0	13%
2930	Behavioral Health Clinician	15.5	13.6	1.9	12%
2312	Licensed Vocational Nurse	55.1	48.5	6.6	12%
2328	Nurse Practitioner	85.0	75.3	9.7	11%
2622	Dietetic Technician	5.6	5.0	0.6	11%
2471	Radiologic Technologist I, II, III	16.9	15.2	1.7	10%
2322	Nurse Manager	42.0	38.0	4.0	10%
2324	Nursing Supervisor	11.0	10.0	1.0	9%
2430	Medical Evaluations Assistant	168.6	154.1	14.5	9%
1429	Nurses Staffing Assistant	12.0	11.0	1.0	8%
1428	Unit Clerk	48.3	44.4	3.9	8%
2303	Patient Care Assistant	185.8	171.9	13.9	7%
2330	Anesthetist	13.4	12.4	1.0	7%
2320	Registered Nurse	975.7	919.5	56.2	6%
2454	Clinical Pharmacist	35.5	33.5	2.0	6%
2468	Diagnostic Imaging Tech II	33.0	31.5	1.6	5%
2736	Porter	188.0	180.6	7.4	4%
2450	Pharmacist	27.5	26.5	1.0	4%
2409	Pharmacy Technician	54.5	53.0	1.5	3%
2556	Physical Therapist	24.4	23.9	0.6	2%
2325	Nurse Midwife	3.4	3.4	0.0	1%
1708	Senior Telephone Operator	12.0	12.0	0.0	0%
2604	Food Service Worker	52.1	52.0	0.1	0%
2542	Speech Pathologist	6.2	6.2	0.0	0%
923	Manager II	6.0	6.0	0.0	0%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
942	Manager VII	3.0	3.0	0.0	0%
943	Manager VIII	1.0	1.0	0.0	0%
1165	Manager, DPH	1.0	1.0	0.0	0%
1167	Physician Administrator	1.0	1.0	0.0	0%
1408	Principal Clerk	2.0	2.0	0.0	0%
1410	Chief Clerk	3.0	3.0	0.0	0%
1632	Senior Account Clerk	6.0	6.0	0.0	0%
1634	Principal Account Clerk	1.0	1.0	0.0	0%
1662	Patient Accounts Asst Supv	3.0	3.0	0.0	0%
1663	Patient Accounts Supervisor	5.0	5.0	0.0	0%
1664	Patient Accounts Manager	1.0	1.0	0.0	0%
1710	Chief Telephone Operator	1.0	1.0	0.0	0%
1822	Administrative Analyst	2.0	2.0	0.0	0%
1922	Senior Inventory Clerk	1.0	1.0	0.0	0%
1932	Assistant Storekeeper	17.0	17.0	0.0	0%
1934	Storekeeper	3.0	3.0	0.0	0%
1936	Senior Storekeeper	1.0	1.0	0.0	0%
1938	Stores & Equipment Asst Supv	1.0	1.0	0.0	0%
1944	Materials Coordinator	1.0	1.0	0.0	0%
1950	Assistant Purchaser	2.0	2.0	0.0	0%
2107	Medical Staff Svcs-Analyst	2.0	2.0	0.0	0%
2110	Medical Records Clerk	3.0	3.0	0.0	0%
2114	Medical Records Tech-Supv	1.0	1.0	0.0	0%
2218	Physician Assistant	8.1	8.1	0.0	0%
2302	Nursing Assistant	4.0	4.0	0.0	0%
2326	Nursing Supervisor - Psych	1.0	1.0	0.0	0%
2390	CPD Technician	24.8	24.8	0.0	0%
2392	Sr CPD Technician	2.0	2.0	0.0	0%
2408	Senior Pharmacy Helper	1.0	1.0	0.0	0%
2424	X-Ray Laboratory Aide	34.5	34.5	0.0	0%
2436	Electroencephalograph Tech I	1.0	1.0	0.0	0%
2453	Supervising Pharmacist	7.0	7.0	0.0	0%
2467	Diagnostic Imaging Tech I	24.0	24.0	0.0	0%
2469	Diagnostic Imaging Tech III	3.8	3.8	0.0	0%
2470	Diagnostic Imaging Tech IV	7.2	7.2	0.0	0%
2472	Radiologic Technologist Lead	3.0	3.0	0.0	0%
2473	Diagnostic Medical Sonographer I, II, III	4.8	4.8	0.0	0%
2496	Radiologic Technologist Supv	7.0	7.0	0.0	0%
2514	Orthopedic Technician I	1.0	1.0	0.0	0%
2515	Orthopedic Technician II	1.0	1.0	0.0	0%
2522	Senior Morgue Attendant	1.0	1.0	0.0	0%

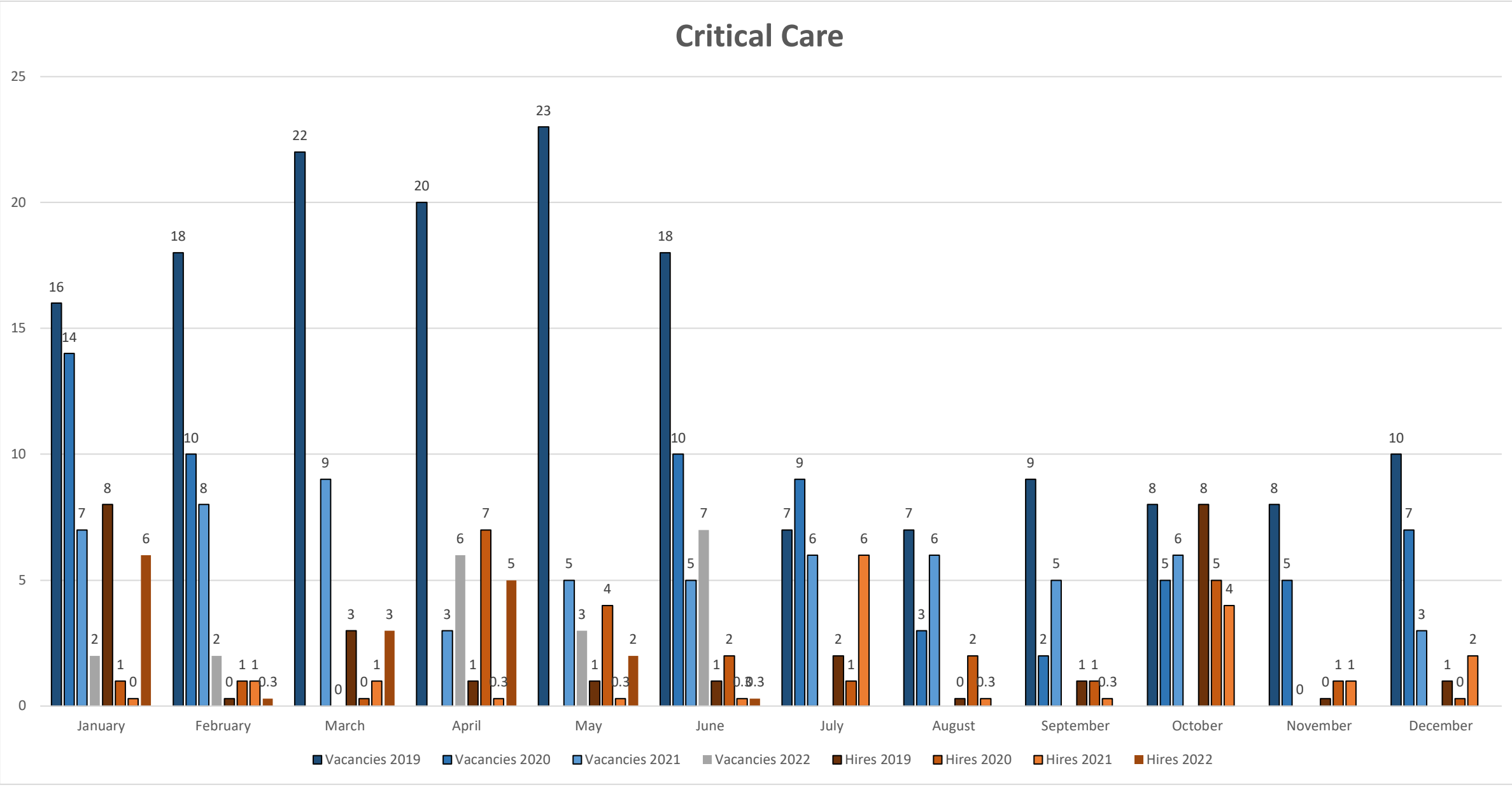
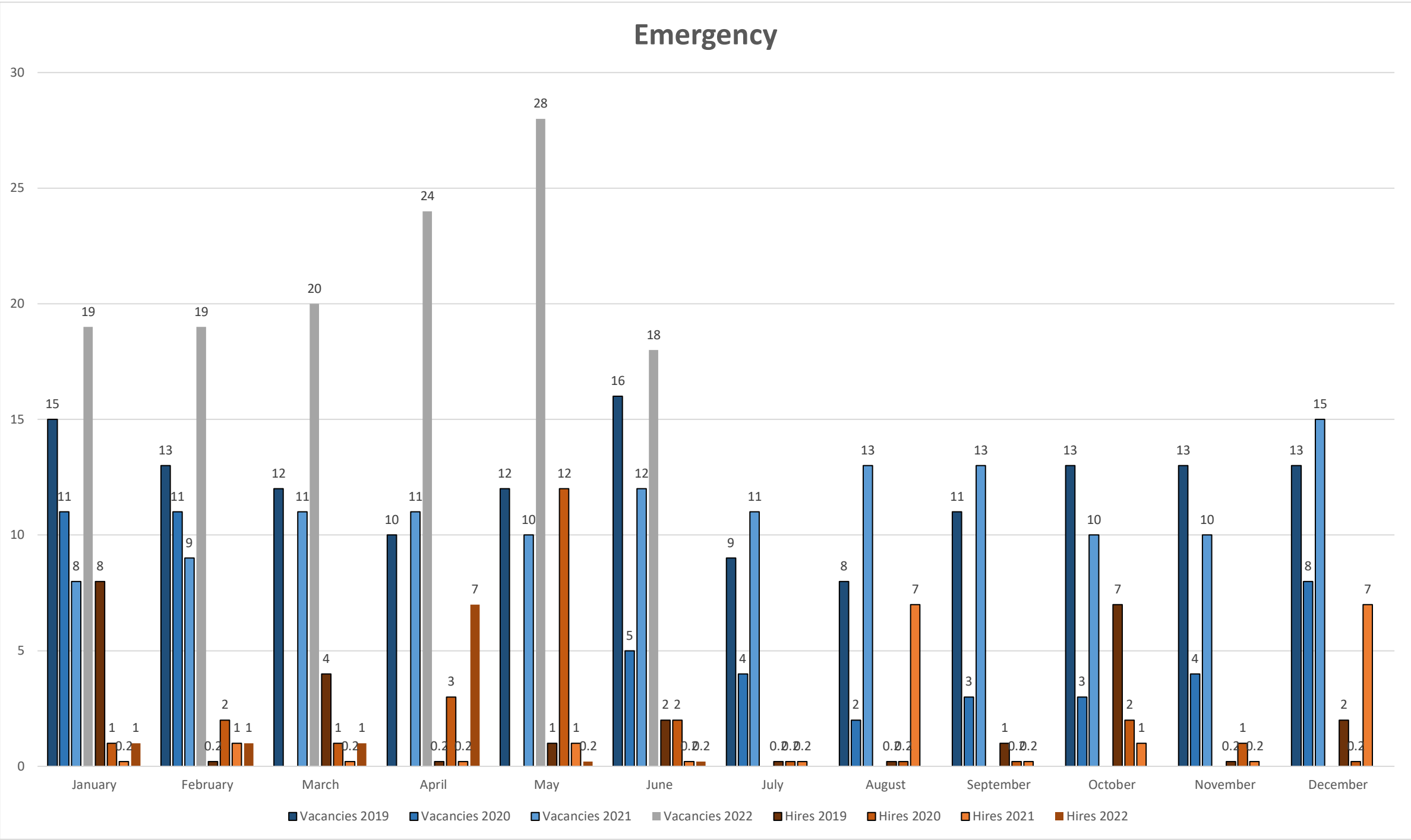
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2550	Sr Occupational Therapist	2.0	2.0	0.0	0%
2551	MH Treatment Specialist	2.0	2.0	0.0	0%
2554	Therapy Aide	4.0	4.0	0.0	0%
2555	Physical Therapist Assistant	2.0	2.0	0.0	0%
2589	Health Program Coordinator I	2.0	2.0	0.0	0%
2618	Food Service Supervisor	6.5	6.5	0.0	0%
2619	Senior Food Service Supervisor	1.0	1.0	0.0	0%
2620	Food Service Mgr Administrator	1.0	1.0	0.0	0%
2624	Dietitian	8.0	8.0	0.0	0%
2626	Chief Dietitian	1.0	1.0	0.0	0%
2656	Chef	1.0	1.0	0.0	0%
2738	Porter Assistant Supervisor	1.0	1.0	0.0	0%
2846	Nutritionist	5.0	5.0	0.0	0%
2909	Hospital Eligibility Worker Supv	12.0	12.0	0.0	0%
2924	Medical Social Work Supv	2.0	2.0	0.0	0%
3417	Gardener	2.5	2.5	0.0	0%
3422	Park Section Supervisor	1.0	1.0	0.0	0%
3530	Chaplain	1.0	1.0	0.0	0%
4320	Cashier I	4.0	4.0	0.0	0%
7120	Buildings/Grounds Maint Supe	1.0	1.0	0.0	0%
7203	Buildings/Grounds Maint Supv	2.0	2.0	0.0	0%
7236	Locksmith Supervisor 1	1.0	1.0	0.0	0%
7242	Painter Supervisor I	1.0	1.0	0.0	0%
7262	Maintenance Planner	1.0	1.0	0.0	0%
7342	Locksmith	2.0	2.0	0.0	0%
7344	Carpenter	2.0	2.0	0.0	0%
7345	Electrician	1.0	1.0	0.0	0%
7346	Painter	4.0	4.0	0.0	0%
7347	Plumber	2.0	2.0	0.0	0%
7348	Steamfitter	1.0	1.0	0.0	0%
7524	Institution Utility Worker	4.0	4.0	0.0	0%
	<b>Grand Total</b>	<b>3095.6</b>	<b>2790.7</b>	<b>304.8</b>	<b>9.85%</b>

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
933	Manager V	100%	0.0	1.0	Pending Requisition Approval	5-10
1093	IT Operations Support Admin III	100%	0.0	1.0	Pending Announcement/Exam Administration	30
1052	IS Business Analyst	100%	0.0	1.0	Interviews in Progress/Pending Selection	30
1630	Account Clerk	100%	0.0	1.0	Pending Requisition Approval	5-10
1840	Junior Management Assistant	100%	0.0	1.0	Interviews in Progress/Pending Selection	30
2540	Audiologist	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90
4322	Cashier 3	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30
5177	Safety Officer	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90
6138	Industrial Hygienist	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90
6139	Sr Industrial Hygienist	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90
7205	Chief Stationary Engineer	100%	0.0	2.0	Pending Announcement/Exam Administration	60-90
1635	Health Care Billing Clerk I	67%	2.0	4.0	Pending Requisition Approval	5-10
1649	Accountant II (Accountant Intern)	67%	1.0	2.0	Pending Requisition Approval	5-10
1652	Accountant II	50%	1.0	1.0	Pending Requisition Approval	5-10
1824	Principal Administrative Analyst	50%	2.0	2.0	Interviews in Progress/Pending Selection	30
2202	Dental Aide	50%	1.0	1.0	Pending Requisition Approval	5-10
2520	Morgue Attendant	50%	0.5	0.5	Pending Announcement/Exam Administration	60-90
2558	Senior Physical Therapist	50%	1.0	1.0	Pending Requisition approval	5-10
2585	Health Worker I	50%	2.0	2.0	Pending Req Request by HM/Pending Selection	30
2822	Health Educator	50%	2.0	2.0	Pending Requisition Request by Hiring Manager	30
5506	Project Manager III	50%	1.0	1.0	Pending Requisition approval	5-10
9910	Health Wkr. II (Interpreter Trainee)	50%	5.0	5.0	Pending Announcement/Exam Administration	60-90
941	Manager VI	40%	3.0	2.0	Pending Announcement/Exam Administration	30
1654	Accountant III	40%	3.0	2.0	Pending Announcement/Exam Administration	60-90
2305	Psychiatric Technician	37%	27.0	15.6	Pending Announcement/Exam Administration	60-90
1404	Clerk	33%	2.0	1.0	Interviews in Progress/Pending Selection	30
1823	Senior Administrative Analyst	33%	2.0	1.0	Pending Announcement/Exam Administration	60-90
1942	Assistant Materials Coordinator	33%	2.0	1.0	Pending Announcement/Exam Administration	60-90
2106	Medical Staff Svcs-Specialist	33%	2.0	1.0	Pending Requisition Request by Hiring Manager	30
2591	Health Program Coordinator II	33%	2.0	1.0	Pending Requisition Request by Hiring Manager	30
2740	Porter Supervisor I	33%	6.0	3.0	Pending Announcement/Exam Administration	60-90
2770	Senior Laundry Worker	33%	2.0	1.0	Pending Requisition approval	5-10
2654	Cook	30%	7.0	3.0	Interviews in Progress/Pending Selection	30
2119	Health Care Analyst	28%	13.0	5.0	Interviews in Progress/Pending Selection	30
931	Manager III	25%	9.0	3.0	Pending Requisition Request by Hiring Manager	30
1093	IT Operations Support Admin III	25%	3.0	1.0	Pending Requisition Approval	5-10
1657	Senior Systems Accountant	25%	3.0	1.0	Pending Requisition Approval	5-10
2105	Patient Services Finance Tech	25%	6.0	2.0	Pending Announcement/Exam Administration	60-90
2112	Medical Records Technician	25%	3.0	1.0	Pending Requisition Approval	5-10

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
2587	Health Worker III	25%	21.0	7.0	Interviews in progress/Pending Selection	30
2785	Assistant General Services Mgr	25%	3.0	1.0	Pending Announcement/Exam Administration	60-90
2310	Surgical Procedures Technician	24%	15.9	5.1	Pending Requisition Request by Hiring Manager	30
2548	Occupational Therapist	23%	13.6	4.0	Pending Requisition Approval	5-10
1636	Health Care Billing Clerk II	22%	14.0	4.0	Pending Requisition Approval	5-10
2323	Clinical Nurse Specialist	22%	7.0	2.0	Pending Requisition Approval	5-10
1406	Senior Clerk	22%	32.6	9.3	Interviews in prog/Pending Req Request by HM	30
922	Manager I	20%	4.0	1.0	Pending Requisition Approval	5-10
7334	Stationary Engineer	19%	21.0	5.0	Interviews in Progress/Pending Selection	30
2908	Senior Hospital Eligibility Worker	18%	60.6	13.0	Pending Requisition Approval	5-10
2314	Public Health Team Leader	17%	19.8	4.0	Pending Selection	30
7335	Sr Stationary Engineer	17%	5.0	1.0	Pending Requisition approval	5-10
2586	Health Worker II	16%	47.0	9.0	Pending Requisition Request by Hiring Manager	30
1637	Patient Accounts Clerk	15%	23.0	4.0	Pending Announcement/Exam Administration	60-90
2903	Hospital Eligibility Worker	15%	104.7	18.1	Interviews in Progress/Pending Selection	30
2406	Pharmacy Helper	14%	6.0	1.0	Interviews in Progress/Pending Selection	30
2593	Health Program Coordinator III	14%	12.0	2.0	Pending Announcement/Exam Administration	60-90
2920	Medical Social Worker	13%	33.6	5.1	Pending Announcement/Exam Administration	60-90
2606	Senior Food Service Worker	13%	7.0	1.0	Interviews in Progress/Pending Selection	30
2930	Behavioral Health Clinician	12%	13.6	1.9	Pending Announcement/Exam Administration	60-90
2312	Licensed Vocational Nurse	12%	48.5	6.6	Onboarding/Pending Selection	10-20
2328	Nurse Practitioner	11%	75.3	9.7	Pending Announcement/Exam Administration	60-90
2622	Dietetic Technician	11%	5.0	0.6	Interviews in Progress/Pending Selection	30
2471	Radiologic Technologist I, II, III	10%	15.2	1.7	Pending Announcement/Exam Administration	30-60
2322	Nurse Manager	10%	38.0	4.0	Interviews in Progress/Pending Selection	30

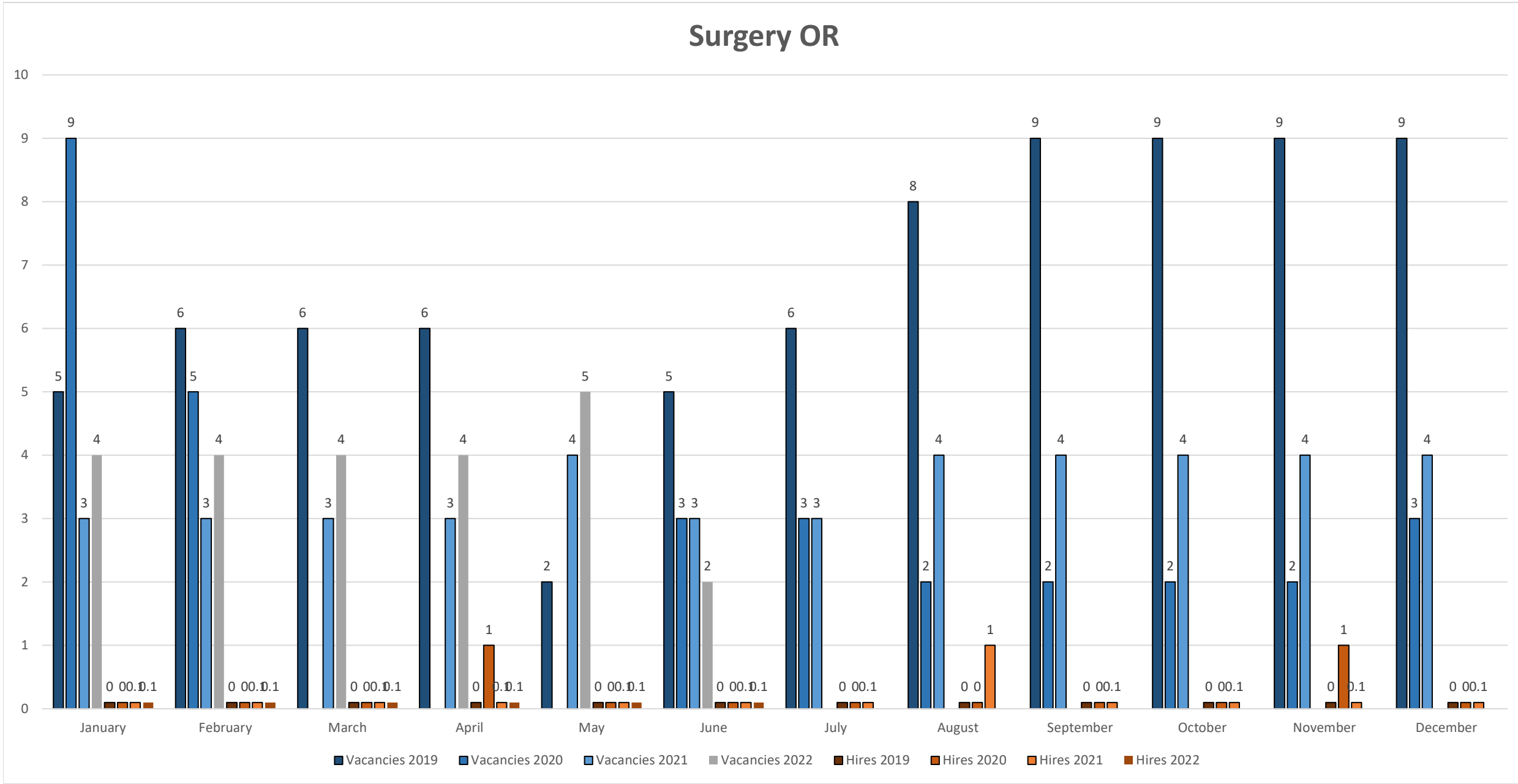
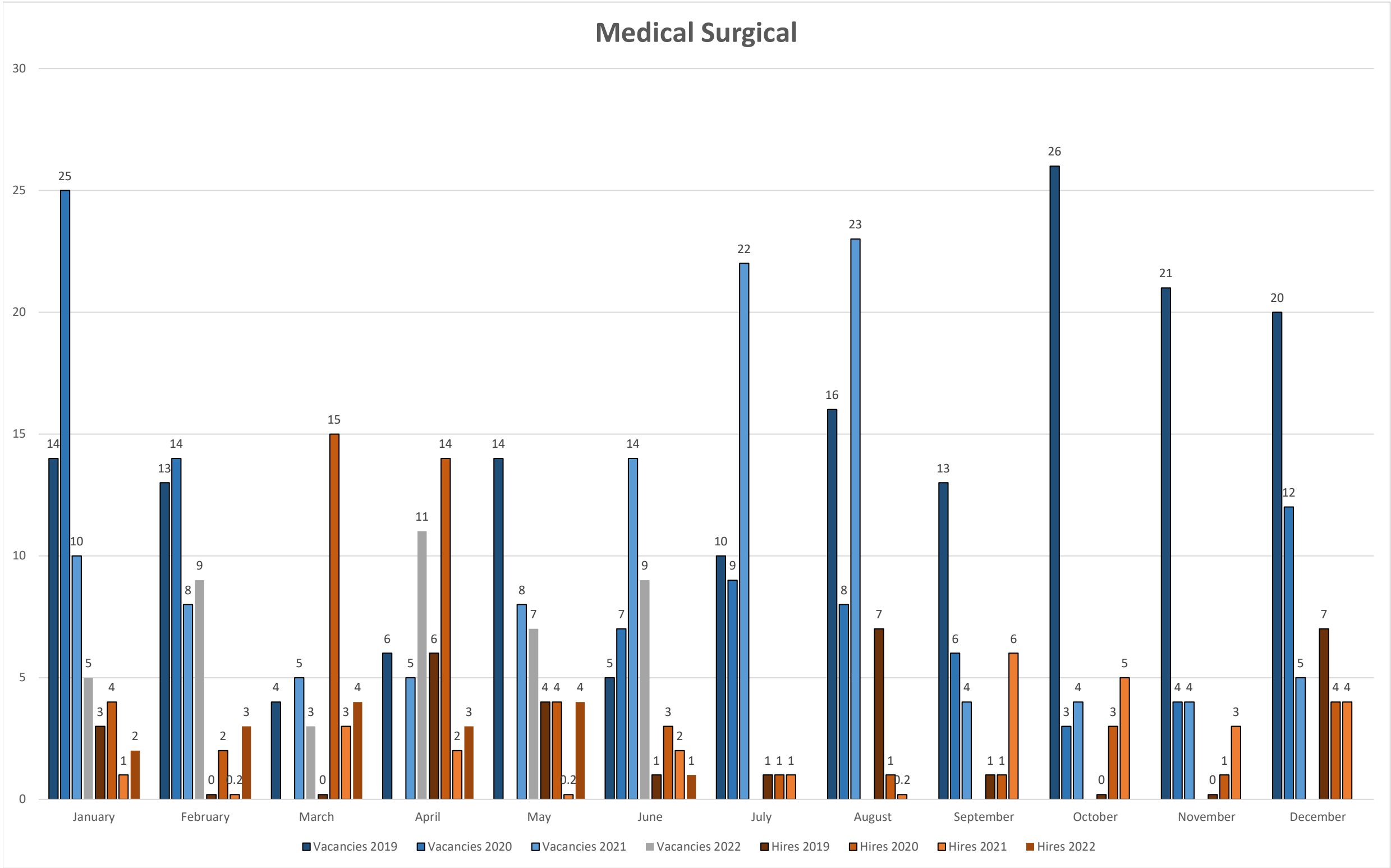






\*Vacancies are based on data reported in JCC Summary.

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



**BERT Hiring Trend (Newly Added to ZSFG Budget FY 2021/2022)**

Month of 2022 (As of)	2320 Filled Pos	2320 Vacant Pos	2305 Filled Pos	2305 Vacant Pos	2312 Filled Pos	2312 Vacant Pos
January	6	0	6	8	8	0
February	All Filled	N/A	7	7	All Filled	N/A
March	All Filled	N/A	8	7	All Filled	N/A
April	All Filled	N/A	7	8	All Filled	N/A
May	All Filled	N/A	6	9	All Filled	N/A
June	All Filled	N/A	8	7	7	1

**MHSF/BHS Hiring Trend (Newly Added to CO Budget FY 2021/2022)**

Month of 2022 (As of)	Total Budgeted Pos	Total Filled Pos	Total Vacant Pos
January	308	118	190
February	308	156	152
March	308	209	99
April	308	223	85
May	308	257	51
June	308	276	32