



San Francisco Health Network  
Laguna Honda Hospital  
and Rehabilitation Center

Laguna Honda Hospital (LHH) Joint Conference Committee

Executive Summary: Hiring and Vacancy Report

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LHH Vacancy Rate, New Hires and Separations Report November 2025

Key points of the presentation:

- |                     |   |
|---------------------|---|
| <b>Key Point #1</b> | LHH vacancies rate stands at 0% with attrition savings*.                        |
| <b>Key Point #2</b> | October Hires: 29 total hires   3 New Hires   25 Transfers   1 Rehire   2 2320s |
| <b>Key Point #3</b> | RN vacancy rate with attrition is 0% with 0 vacant FTE.**                       |
| <b>Key Point #4</b> | October Separations: 2 Total Separations   Retirements: 0   Non-retirements: 2  |

**\* PLEASE NOTE:** this vacancy rate is calculated **with attrition savings of 9.4%**.

**\*\* PLEASE NOTE:** this vacancy rate and FTE are calculated **with attrition savings of 4.76%, 9.42FTE attrition savings.**

# LHH HUMAN RESOURCE SERVICES REPORT

## Submitted to the Joint Conference Committee (November 2025)

### Report Contents:

- Vacancy Report
  - Summary of Hiring Status
  - Graphs: YTD vacancy rate, new hires, separations
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LHH vacancies rate stands at 0% **with attrition savings**.\*

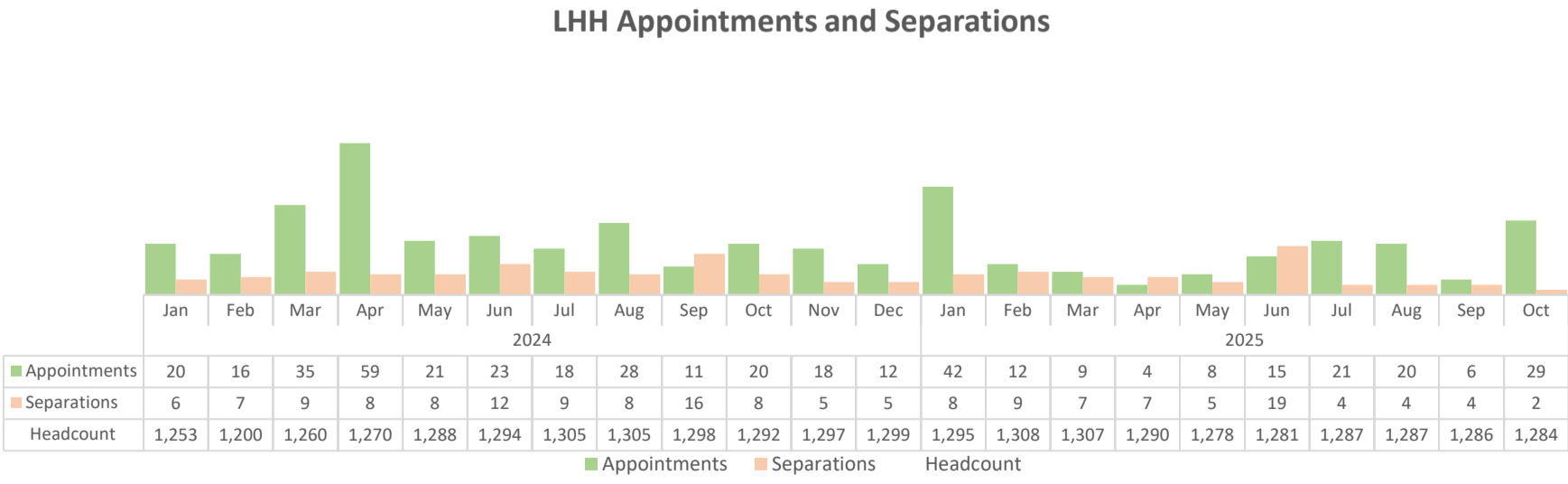
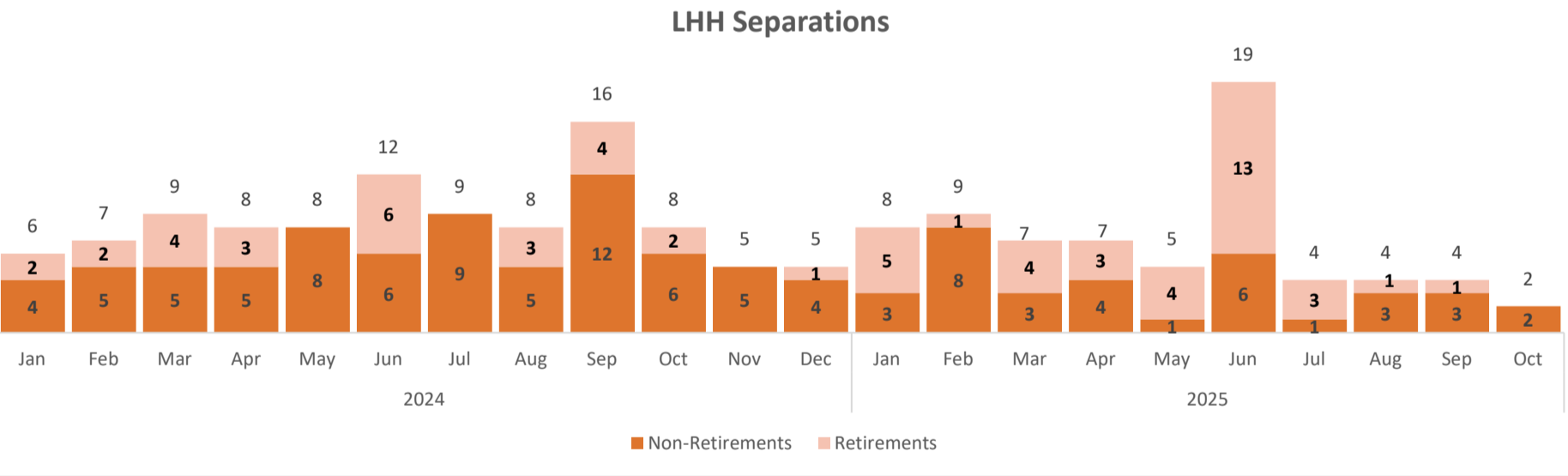
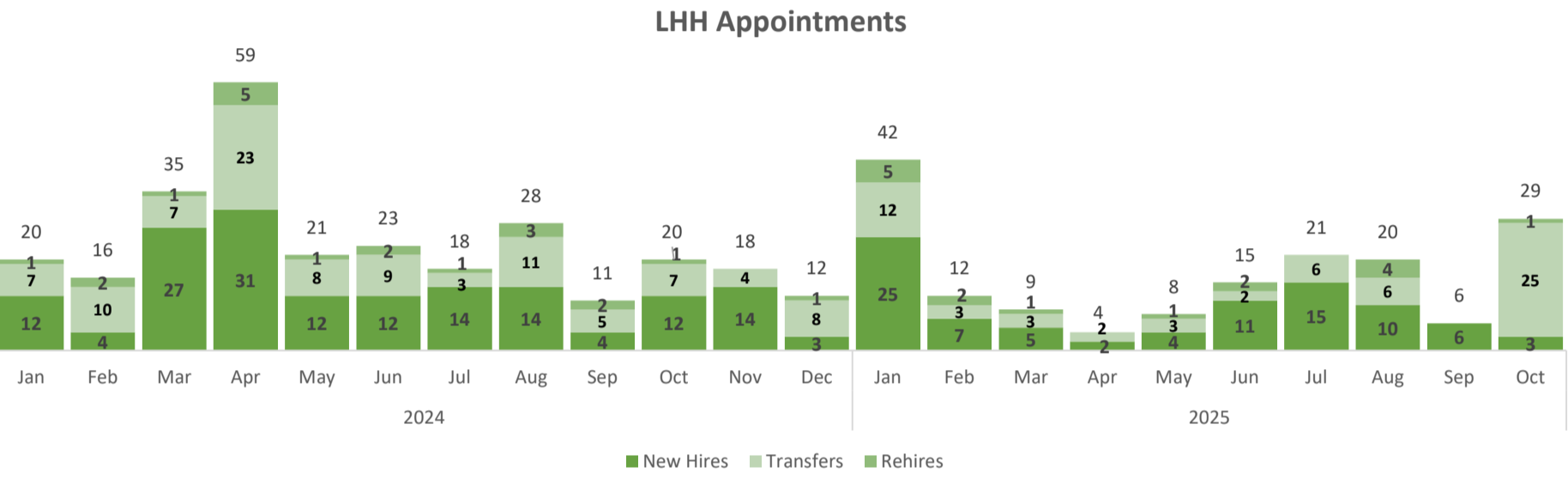
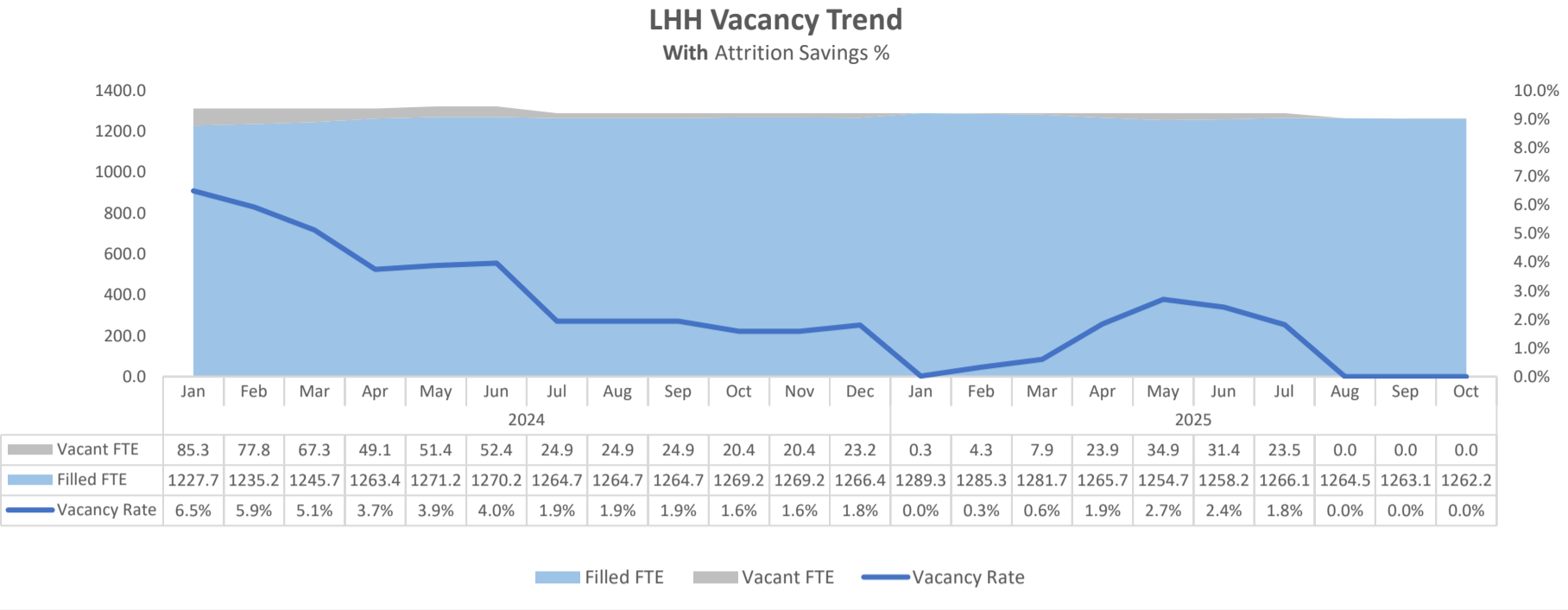
We hired a total of twenty nine (29) hires in October: three (3) new hires, twenty five (25) transfers, and three (3) rehires. We had two (2) non-retirement separations during the same period.

Two (2) of the hires were 2320 RNs. The RN vacancy rate **with attrition savings** is 0% with 0 vacant FTE.\*\*

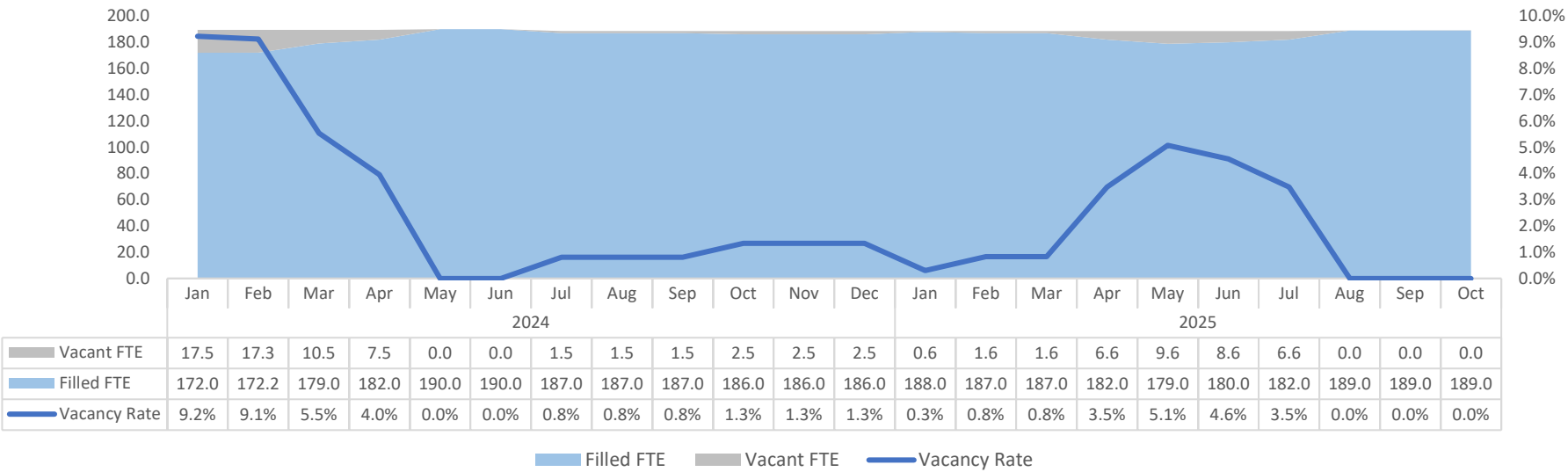
The HR team is continuing to center efficiency in our hiring processes as we approach the end of calendar year 2025. To ensure that all hiring managers, candidates, and employees receive a high quality hiring experience from all Hiring Analysts, the Hiring and Selection team is closing out the calendar year with a series of internal peer-to-peer training sessions within our team. With topics ranging from hiring best practices to effective use of internal tools, our subject matter experts have set aside time throughout November and December to share their expertise across the Hiring and Selection team. By focusing our efforts on knowledge sharing and mentorship, we're looking forward to walking into 2026 with a team of Hiring Analysts that are up to date on best practices and ready to start out the New Year as a strong, unified team.

\* **PLEASE NOTE:** this vacancy rate is calculated **with attrition savings of 9.4%**.

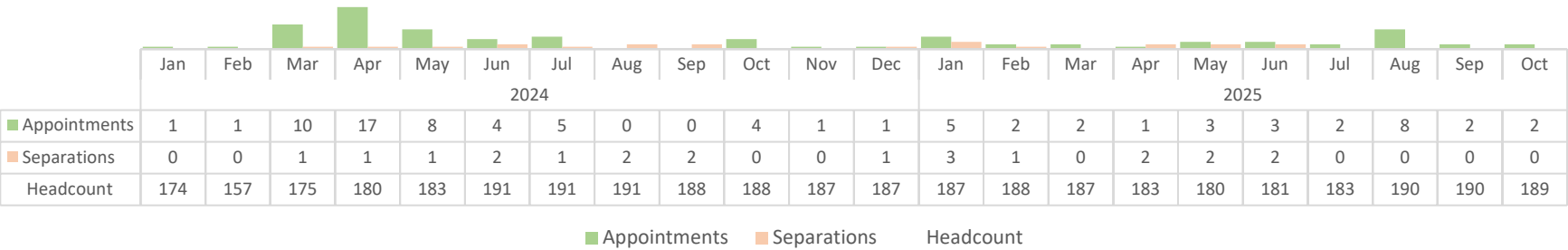
\*\* **PLEASE NOTE:** this vacancy rate and FTE are calculated **with attrition savings of 4.76%, 9.42FTE attrition savings**.



LHH 2320 RN Vacancy Trend  
With Attrition Savings %



2320 RN LHH Appointments and Separations



Budget Job Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
0922	Manager I	6.0	4.0	2.0	33%
0923	Manager II	4.0	3.0	1.0	25%
0931	Manager III	4.0	3.0	1.0	25%
0932	Manager IV	1.0	1.0	0.0	0%
0933	Manager V	1.0	1.0	0.0	0%
0941	Manager VI	4.0	2.0	2.0	50%
0942	Manager VII	2.0	1.0	1.0	50%
0943	Manager VIII	2.0	2.0	0.0	0%
1165	Manager, DPH	1.0	0.0	1.0	100%
1404	Clerk	2.0	2.0	0.0	0%
1406	Senior Clerk	12.0	10.0	2.0	17%
1410	Chief Clerk	1.0	1.0	0.0	0%
1428	Unit Clerk	16.0	14.0	2.0	13%
1429	Nurses Staffing Assistant	8.0	6.5	1.5	19%
1630	Account Clerk	1.0	1.0	0.0	0%
1632	Senior Account Clerk	1.0	1.0	0.0	0%
1634	Principal Account Clerk	2.0	2.0	0.0	0%
1635	Health Care Billing Clerk I	2.0	2.0	0.0	0%
1636	Health Care Billing Clerk II	5.0	4.0	1.0	20%
1637	Patient Accounts Clerk	2.0	2.0	0.0	0%
1652	Accountant II	2.0	2.0	0.0	0%
1654	Accountant III	3.0	3.0	0.0	0%
1657	Senior Systems Accountant	2.0	2.0	0.0	0%
1663	Patient Accounts Supervisor	1.0	1.0	0.0	0%
1664	Patient Accounts Manager	1.0	1.0	0.0	0%
1708	Senior Telephone Operator	3.5	3.5	0.0	0%
1820	Junior Administrative Analyst	1.0	1.0	0.0	0%
1822	Administrative Analyst	3.0	2.0	1.0	33%
1823	Senior Administrative Analyst	3.0	2.0	1.0	33%
1824	Principal Administrative Analyst	1.0	1.0	0.0	0%
1825	Principal Administrative Analyst II	3.0	2.0	1.0	33%
1934	Storekeeper	7.0	6.0	1.0	14%
1942	Assistant Materials Coordinator	2.0	2.0	0.0	0%
2106	Medical Staff Svcs-Specialist	1.0	0.0	1.0	100%
2119	Health Care Analyst	4.0	3.0	1.0	25%
2230	Physician Specialist	3.0	3.0	0.0	0%
2232	Senior Physician Specialist	23.4	21.0	2.4	10%
2233	Supervising Physician Specialist	1.0	1.0	0.0	0%
2242	Sr Psychiatric Physician Spec	3.4	2.9	0.5	15%
2243	Sup Psychiatric Physician Spec	0.5	0.5	0.0	0%
2303	Certified Nursing Assistant	388.0	364.0	16.0	4%

Budget Job Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2312	Licensed Vocational Nurse	106.2	90.2	17.0	18%
2320	Registered Nurse	198.0	189.0	9.0	5%
2322	Nurse Manager	23.0	22.0	1.0	4%
2323	Clinical Nurse Specialist	4.0	4.0	0.0	0%
2324	Nursing Supervisor	7.0	7.0	0.0	0%
2390	CPD Technician	3.0	3.0	0.0	0%
2392	Senior Sterile Processing and Distribution Technician	1.0	1.0	0.0	0%
2409	Pharmacy Technician	14.0	12.0	2.0	14%
2424	X-Ray Laboratory Aide	1.0	1.0	0.0	0%
2430	Medical Evaluations Assistant	5.0	5.0	0.0	0%
2450	Pharmacist	9.3	8.5	0.8	9%
2453	Supervising Pharmacist	2.0	2.0	0.0	0%
2454	Clinical Pharmacist	4.0	4.0	0.0	0%
2471	Radiologic Technologist I, II, III	2.0	1.0	1.0	50%
2472	Radiologic Technologist Lead	1.0	1.0	0.0	0%
2536	Respiratory Care Practitioner	4.0	2.0	2.0	50%
2542	Speech Pathologist	3.2	2.2	1.0	31%
2548	Occupational Therapist	6.0	6.0	0.0	0%
2550	Sr Occupational Therapist	2.0	1.0	1.0	50%
2554	Therapy Aide	6.0	6.0	0.0	0%
2555	Physical Therapist Assistant	2.0	2.0	0.0	0%
2556	Physical Therapist	4.5	4.5	0.0	0%
2558	Senior Physical Therapist	1.0	0.0	1.0	100%
2573	Clinical Neuropsychologist	3.5	3.5	0.0	0%
2574	Clinical Psychologist	1.0	0.0	1.0	100%
2586	Health Worker II	4.0	4.0	0.0	0%
2587	Health Worker III	30.0	26.0	4.0	13%
2588	Health Worker IV	7.0	6.0	1.0	14%
2591	Health Program Coordinator II	6.0	6.0	0.0	0%
2593	Health Program Coordinator III	2.0	1.0	1.0	50%
2604	Food Service Worker	68.0	63.5	4.5	7%
2606	Senior Food Service Worker	11.5	9.5	2.0	17%
2618	Food Service Supervisor	4.0	3.0	1.0	25%
2619	Senior Food Service Supervisor	1.0	0.0	1.0	100%
2620	Food Service Mgr Administrator	3.0	3.0	0.0	0%
2622	Dietetic Technician	3.0	3.0	0.0	0%
2624	Dietitian	9.0	8.0	1.0	11%
2626	Chief Dietitian	1.0	1.0	0.0	0%
2654	Cook	10.0	9.0	1.0	10%
2656	Chef	1.0	0.0	1.0	100%
2736	Porter	105.0	102.0	3.0	3%

Budget Job Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2738	Porter Assistant Supervisor	1.0	1.0	0.0	0%
2740	Porter Supervisor I	7.0	7.0	0.0	0%
2785	Assistant General Services Mgr	2.0	0.0	2.0	100%
2903	Hospital Eligibility Worker	4.0	4.0	0.0	0%
2908	Senior Hospital Eligibility Worker	5.0	4.0	1.0	20%
2909	Hospital Eligibility Worker Supv	1.0	1.0	0.0	0%
2920	Medical Social Worker	17.0	14.0	3.0	18%
2922	Senior Medical Social Worker	1.0	1.0	0.0	0%
2930	Behavioral Health Clinician	1.0	1.0	0.0	0%
2931	Marriage, Family & Child Counselor	1.0	1.0	0.0	0%
3417	Gardener	2.0	2.0	0.0	0%
3530	Chaplain	2.0	2.0	0.0	0%
4321	Cashier II	2.0	2.0	0.0	0%
5504	Project Manager II	1.0	0.0	1.0	100%
6139	Sr Industrial Hygienist	1.0	1.0	0.0	0%
7120	Buildings/Grounds Maint Supe	1.0	1.0	0.0	0%
7203	Buildings/Grounds Maint Supv	1.0	0.0	1.0	100%
7205	Chief Stationary Engineer	1.0	0.0	1.0	100%
7324	Beautician	1.0	1.0	0.0	0%
7334	Stationary Engineer	19.0	15.0	4.0	21%
7335	Sr Stationary Engineer	3.0	3.0	0.0	0%
7342	Locksmith	2.0	2.0	0.0	0%
7344	Carpenter	2.0	2.0	0.0	0%
7345	Electrician	2.0	2.0	0.0	0%
7346	Painter	2.0	1.0	1.0	50%
7347	Plumber	2.0	2.0	0.0	0%
7355	Truck Driver	1.0	1.0	0.0	0%
7524	Institution Utility Worker	10.0	10.0	0.0	0%

Budget Job Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
0922	Manager I	33%	4.0	2.0	Pending Announcement/Exam Administration	60-90 days
0923	Manager II	25%	3.0	1.0	Pending Requisition approval	5-10 days
0931	Manager III	25%	3.0	1.0	Pending Requisition Request by Hiring Manager	30 days
0941	Manager VI	50%	2.0	2.0	Pending Requisition Request by Hiring Manager	30 days
0942	Manager VII	50%	1.0	1.0	Pending Requisition Request by Hiring Manager	30 days
1165	Manager, DPH	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
1406	Senior Clerk	17%	10.0	2.0	Interviews in progress/Pending Selection	30 days
1428	Unit Clerk	13%	14.0	2.0	Pending Announcement/Exam Administration	60-90 days
1429	Nurses Staffing Assistant	19%	6.5	1.5	Pending Requisition approval	5-10 days
1636	Health Care Billing Clerk II	20%	4.0	1.0	Pending Requisition Request by Hiring Manager	30 days
1822	Administrative Analyst	33%	2.0	1.0	Interviews in progress/Pending Selection	30 days
1823	Senior Administrative Analyst	33%	2.0	1.0	Interviews in progress/Pending Selection	30 days
1825	Principal Administrative Analyst II	33%	2.0	1.0	Pending Requisition approval	5-10 days
1934	Storekeeper	14%	6.0	1.0	Interviews in progress/Pending Selection	30 days
2106	Medical Staff Svcs-Specialist	100%	0.0	1.0	Pending Requisition Request by Hiring Manager	30 days
2119	Health Care Analyst	25%	3.0	1.0	Interviews in progress/Pending Selection	30 days
2232	Senior Physician Specialist	10%	21.0	2.4	Interviews in progress/Pending Selection	30 days
2242	Sr Psychiatric Physician Spec	15%	2.9	0.5	Interviews in progress/Pending Selection	30 days
2312	Licensed Vocational Nurse	15%	90.2	16.0	Interviews in progress/Pending Selection	30 days
2409	Pharmacy Technician	14%	12.0	2.0	Pending Announcement/Exam Administration	60-90 days
2471	Radiologic Technologist I, II, III	50%	1.0	1.0	Interviews in progress/Pending Selection	30 days
2536	Respiratory Care Practitioner	50%	2.0	2.0	Pending Announcement/Exam Administration	60-90 days
2542	Speech Pathologist	31%	2.2	1.0	Interviews in progress/Pending Selection	30 days
2550	Sr Occupational Therapist	50%	1.0	1.0	Pending Announcement/Exam Administration	60-90 days
2558	Senior Physical Therapist	100%	0.0	1.0	Interviews in progress/Pending Selection	30 days
2574	Clinical Psychologist	100%	0.0	1.0	Interviews in progress/Pending Selection	30 days
2587	Health Worker III	13%	26.0	4.0	Pending Requisition approval	5-10 days
2588	Health Worker IV	14%	6.0	1.0	Pending Announcement/Exam Administration	60-90 days
2593	Health Program Coordinator III	50%	1.0	1.0	Interviews in progress/Pending Selection	30 days
2606	Senior Food Service Worker	17%	9.5	2.0	Pending Announcement/Exam Administration	60-90 days
2618	Food Service Supervisor	25%	3.0	1.0	Pending Requisition approval	5-10 days
2619	Senior Food Service Supervisor	100%	0.0	1.0	Pending Requisition Approval	5-10 days
2624	Dietitian	11%	8.0	1.0	Pending Requisition approval	5-10 days
2656	Chef	100%	0.0	1.0	Interviews in progress/Pending Selection	30 days
2785	Assistant General Services Mgr	100%	0.0	2.0	Pending Requisition approval	5-10 days
2908	Senior Hospital Eligibility Worker	20%	4.0	1.0	Pending Requisition approval	5-10 days
2920	Medical Social Worker	18%	14.0	3.0	Pending Requisition approval	5-10 days
5504	Project Manager II	100%	0.0	1.0	Pending Requisition approval	5-10 days
7203	Buildings/Grounds Maint Supv	100%	0.0	1.0	Pending Requisition approval	5-10 days
7205	Chief Stationary Engineer	100%	0.0	1.0	Pending Announcement/Exam Administration	60-90 days
7334	Stationary Engineer	21%	15.0	4.0	Interviews in progress/Pending Selection	30 days
7346	Painter	50%	1.0	1.0	Pending Requisition approval	5-10 days