



WESTMINSTER

COLORADO

QUARTERLY WORKFORCE
REPORT
May 2024





Strategic Priority 1: Preparedness and Resilience

Build a system of intentional support for residents, businesses and the environment that mitigates risks and proactively seeks out ways to ensure the community not only endures, but thrives.

A quarterly report to City Council focused on the personnel status of the organization supports the City's Strategic Priority of Preparedness and Resilience by promoting transparency and making the status of the City's organizational well-being more accessible to the public.

More information on the City's Strategic Plan can be found on the City's website, <https://www.cityofwestminster.us/Government/CityCouncil/StrategicPlan>.

Department Vacancy Rates

Department	2024 Authorized FTE	Filled FTE	Vacant FTE	Vacancy Rate
City Attorney's Office	16.80	16.75	0.05	0.30%
City Manager's Office	59.60	56.60	3.00	5.03%
Community Services	71.00	63.00	8.00	11.27%
Finance	29.50	28.50	1.00	3.39%
Fire	153.00	154.00	-1.00	-0.65%
Human Resources	27.50	27.50	0.00	0.00%
Information Technology	40.00	38.00	2.00	5.00%
Parks, Recreation and Libraries	213.30	207.30	6.00	2.81%
Police Sworn Personnel	197.00	193.00	4.00	2.03%
Police Professional Personnel	96.80	86.80	10.00	10.33%
Public Works and Utilities	211.00	202.00	9.00	4.27%
Total	1115.50	1073.45	42.05	3.77%

Data as of 4/16/2024.

Recruitment Status by Department (FTE & Other)

Department	Vacancy On Hold (Acting or Interim Assignment, Dept. Decision to Hold)	Recruitment Waiting to Post	Recruitment In Process (Posting through Interviews)	Candidate in Background	Completed Recruitments (by FTE)
City Attorney's Office					
City Manager's Office	3.0				4.0
Community Services	2.0		4.0	2.0	5.0
Finance	1.0				
Fire	1.0			1.0	16.0
Human Resources					
Information Technology	1.0			1.0	1.0
Parks, Recreation and Libraries	3.1	1.0	3.9	2.0	8.9
Police Sworn Personnel				7.0	4.0
Police Professional Personnel	1.0		5.5	3.5	5.0
Public Works and Utilities	5.0	1.0	4.0	1.0	19.0
Grand Total	17.1	2.0	17.4	17.5	62.9

Data as of 4/16/2024

Note: Recruitment Status numbers include current and future known vacancies as well as future finalized new hires for 2024. Data also includes temporary benefited or non-budgeted recruitments such as Apprentices and Department Interns.

Westminster Executive Recruitments – 2024 Quarter One Summary

Job Title	Posting Dates	Status	In-person Assessment Dates or Interviews	Recruitment Notes
Chief Building Official	1/8/24-2/5/24	Employee Hired; Samantha Everett, Start Date 4/22/24	3/14/2024	<p>Westminster Facilitated Process</p> <hr/> <p>1580 NeoGov job site hits with 9 applications at closing; 7 semi-finalist virtual interviews were conducted 2/23/24; 4 finalists participated in the assessment process; Samantha Everett was offered and accepted the position with a start date of 4/22/24</p>
Planning Manager	3/11/24-4/8/24	Position Closed; 3 Finalists Participating in an In-Person Assessment May 2, 2024	5/2/2024	<p>Westminster Facilitated Process</p> <hr/> <p>1913 NeoGov job site hits with 17 applications at closing; 7 semi-finalist virtual interviews were conducted 4/19/24; 2 finalists are participating in an in-person assessment process on 5/2/24</p>
Real Estate Development and Sustainability Manager	TBD, 2nd Quarter 2024			
Fire Chief	TBD, 2nd Quarter 2024			