



WESTMINSTER

COLORADO

QUARTERLY WORKFORCE
REPORT
OCTOBER 2023





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 | 2023 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 Development | 55.50 | 52.50 | 3.00 | 5.41% |
| Economic Development | 14.50 | 13.50 | 1.00 | 6.90% |
| Finance | 29.50 | 29.50 | 0.00 | 0.00% |
| Fire | 147.00 | 144.00 | 3.00 | 2.04% |
| Human Resources | 27.50 | 27.50 | 0.00 | 0.00% |
| Information Technology | 40.00 | 37.00 | 3.00 | 7.50% |
| Parks, Recreation and Libraries | 213.30 | 202.90 | 10.40 | 4.88% |
| Police Sworn Personnel | 199.00 | 181.00 | 18.00 | 9.05% |
| Police Professional Personnel | 94.80 | 90.30 | 4.50 | 4.75% |
| Public Works and Utilities | 212.00 | 197.50 | 14.50 | 6.84% |
| Total | 1109.50 | 1049.05 | 60.45 | 5.45% |

Data as of 10/9/2023. Three Police Officer Trainees are not part of this number while they are in training.

Recruitment Status by Department

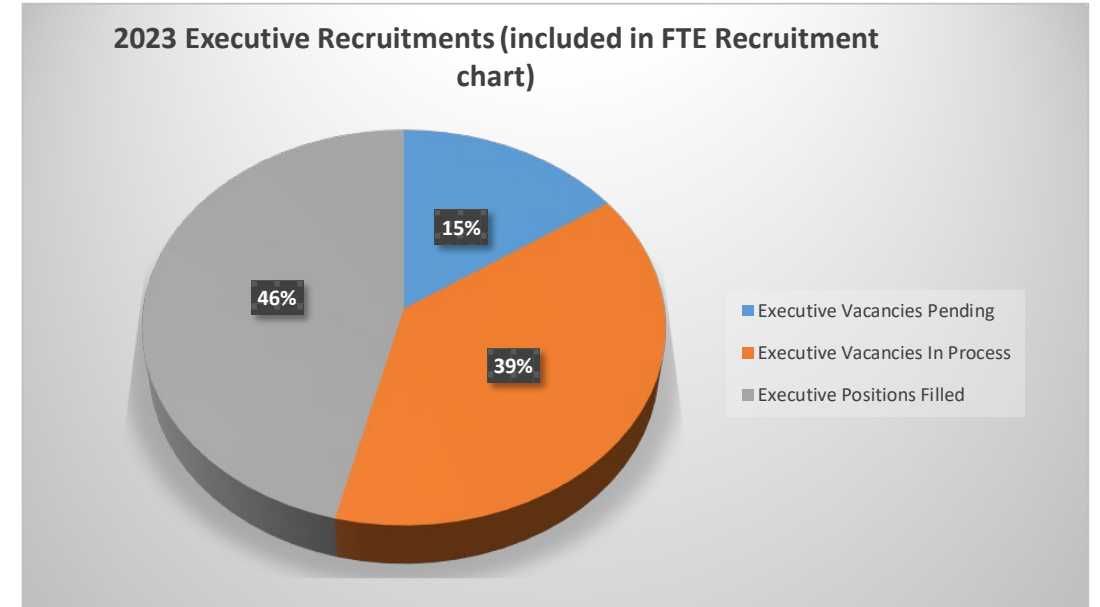
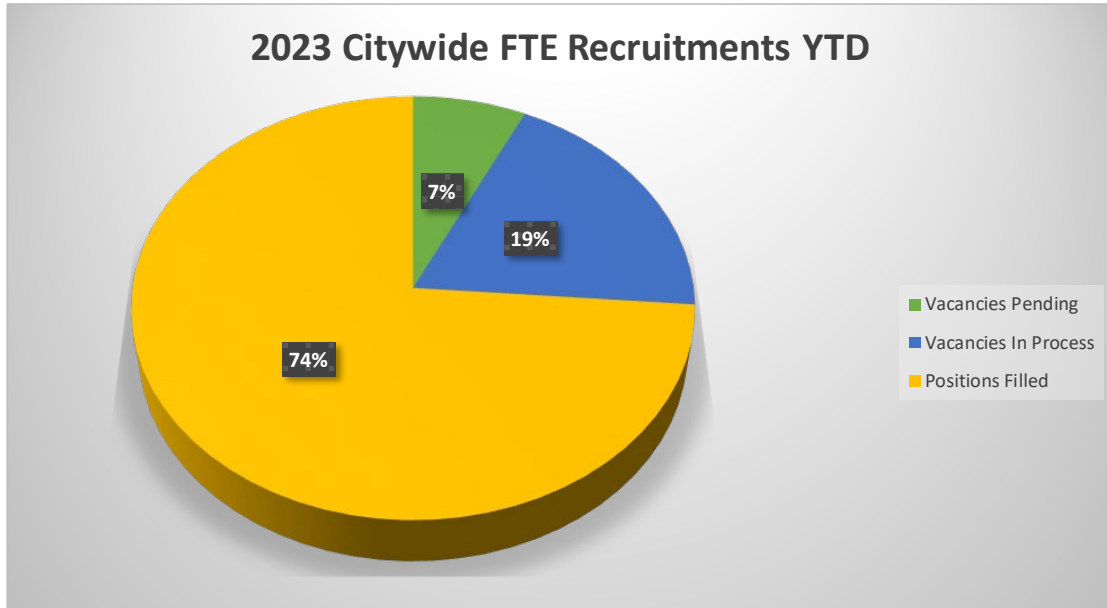
| Department | Vacancy On Hold (2024 budget request, Acting or Interim Assignment, Dept. Decision) | Recruitment Waiting to Post | Recruitment In Process (Posting through Interviews) | Candidate in Background | Completed FTE Recruitments |
|---------------------------------|---|-----------------------------|---|-------------------------|----------------------------|
| City Attorney's Office | | | | | 3.0 |
| City Manager's Office | 2.0 | 2.0 | | 1.0 | 9.0 |
| Community Development | 1.0 | 1.0 | 3.0 | | 7.0 |
| Economic Development | 1.0 | 1.0 | | | 3.5 |
| Finance | | | | | 3.0 |
| Fire* | | | | 2.0 | 19.0 |
| Human Resources | | | | | 3.5 |
| Information Technology | | | 2.0 | 1.0 | 9.0 |
| Parks, Recreation and Libraries | 3.0 | 3.0 | 6.3 | 2.6 | 41.8 |
| Police Sworn Personnel | | | 3.0 | 12.0 | 25.0 |
| Police Professional Personnel | | 1.0 | 3.0 | 2.5 | 32.1 |
| Public Works and Utilities | 2.0 | 2.0 | 5.0 | 7.5 | 40.5 |
| Grand Total | 9.0 | 10.0 | 22.3 | 28.6 | 196.4 |

Data as of 10/9/2023

Note: Recruitment numbers include current and future known vacancies.

*Fire has an additional 12 in background for 2024 Fire Academy (6.0 2024 new FTE, 3.0 over-hires, 3.0 future vacancies)

Recruitments and Vacancies YTD



YTD Citywide FTE Recruitments

| | |
|----------------------|---------------|
| Vacancies Pending | 19.00 |
| Vacancies In Process | 50.90 |
| Positions Filled | 196.40 |
| Total: | 266.30 |

*All data as of 10/9/23

YTD Executive Recruitments

| | |
|--------------------------------|--------------|
| Executive Vacancies Pending | 2.00 |
| Executive Vacancies In Process | 5.00 |
| Executive Positions Filled | 6.00 |
| Total: | 13.00 |

*Recruitment numbers include current and future known vacancies.

Westminster Executive Recruitments - Updated October 18, 2023

| Job Title | Posting Dates | Status | In-person Assessment Dates or Interviews | Additional Information | Recruitment Notes |
|-------------------------------|--------------------|---|--|--|--|
| IT Director | 6/26/23 – 7/24/23 | Posting Closed; Position Offered/Accepted - David Guo, start date 11/6/23 | Week of 9/11/23 | Art Rea is the Interim Director as of 2/9/23, appointed after an internal process | Co-facilitated by SGR Executive Consulting + HR 2874 NeoGov job site hits with 112 applications at closing; 28 candidates invited to next step of virtual application screen and questionnaire; 10 semi-finalist virtual interviews conducted 8/29/23 and 8/30/23; 5 finalists participated in the two-day in-person assessment process; David Guo was offered and accepted the position with a start date of 11/6/23 |
| PWU Director | 7/6/23 – 8/7/23 | Position Closed; Position Offered/Accepted - Paul Knippel, start date 11/6/23 | Week of 9/25/23 | Sarah Borgers is the Interim Director as of 3/22/22, appointed after an internal process | Co-facilitated by SGR Executive Consulting + HR 1419 NeoGov job site hits with 42 applications at closing; 13 semi-finalist virtual interviews were conducted 8/28/23 and 8/31/23; 6 finalists selected for in-person assessment process; 5 finalists participated in an extensive two-day assessment process 9/26/23 and 9/27/23; Paul Knippel was offered and accepted the position with a start date of 11/6/23 |
| City Engineer | 7/25/23 - 9/11/23 | Position Closed; Screening Applications | Week of 11/13/23 | Seth Plas is the Interim City Engineer as of 7/31/23, appointed after an internal process | Co-facilitated by SGR Executive Consulting + HR 1498 NeoGov job site hits by closing; 24 applications at closing; reviewed applications on 10/4/23; 12 semi-finalists were invited to move forward to questionnaire and virtual interviews currently scheduled for 11/2/23 and 11/3/23 |
| PRL Operations Manager | 8/7/23 – 9/11/23 | Position Closed; Screening Applications | Week of 10/23/23 | Blake Ramsey is the Interim PRL Operations Manager as of 10/10/22, appointed after an internal process | 4050 NeoGov job site hits at closing; 54 applications at closing; 24 candidates invited to a virtual application screen 9/29/23 and 10/2/23; 12 semi-finalists were interviewed 10/6/23; 5 finalists will participate in an in-person assessment process scheduled for 10/23/23 and 10/24/23 |
| Planning Manager | 9/25/23 - 10/30/23 | Position Posted; Accepting Applications | Week of 12/11/23 | John McConnell is the Interim Planning Manager as of 4/4/22, appointed after an internal process | Position posted on 9/25/23; 1373+ NeoGov job site hits as of 10/18/23 |
| PWU Operations Manager | TBD | TBD | TBD | -- | Fall 2023 process |
| Assistant City Engineer/Civil | TBD | TBD | TBD | -- | Fall 2023 process |
| Chief Building Official | TBD | TBD | TBD | -- | Early 2024 process |