

# 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, <u>https://www.cityofwestminster.us/Government/CityCouncil/StrategicPlan</u>.

### **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**

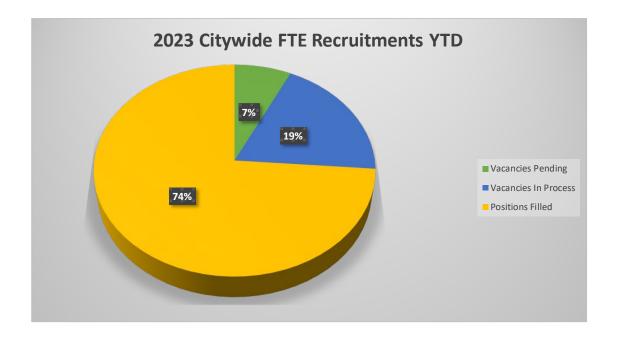
| Department                      | Vacancy On Hold (2024<br>budget request, Acting<br>or Interim Assignment,<br>Dept. Decision) |      | Recruitment In Process<br>(Posting through<br>Interviews) | Candidate in<br>Background | Completed FTE<br>Recruitments |    |
|---------------------------------|--|------|---|----------------------------|-------------------------------|----|
| 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                          | Da |
| 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                         |    |

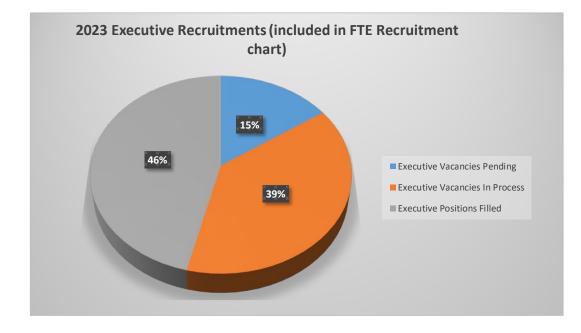
Note: Recruitment numbers include current and future known vacancies.

\*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  |
| <b>Executive Positions Filled</b> |        | 6.00  |
|                                   | Total: | 13.00 |

\*Recruitment numbers include current and future known vacancies.



#### Westminster Executive Recruitments - Updated October 18, 2023

| Multiple     date 11/6/23     Multiple     process     wrtuut interviewe conducted<br>XF/37/23 and 36/27.55 finalists<br>araticipated in the two-day in-<br>person assessment process. Dwid<br>Grow os offered and accepted the<br>opotion with start date of 11/6/73       PWU Director     7/6/73 - 8/7/23     Position Gosed; Position<br>Offered/Accepted - Paul Knippel,<br>int take 11/6/73     week of 9/25/73     Sarah Borgers is the Interim Director<br>of AR273 and XF/27.5     Sarah Borgers is the Interim Director<br>offered/AR273 and XF/27.5       PWU Director     7/6/73 - 8/7/23     Position Gosed; Position<br>Offered/Accepted - Paul Knippel,<br>int take 11/6/73     week of 9/25/73     Sarah Borgers is the Interim Director<br>offered/AR273 and XF/27.5       City Engineer     7/2/5/73 - 9/11/23     Position Gosed; Screening<br>Applications     Week of 11/13/23     Seth Plus is the Interim City Engine<br>and accepted the position with a<br>start date of 11/6/23 is the Interim City Engine<br>and accepted the position with a<br>start date of 11/6/23 is the Interim City Engine<br>papiloations on 04/27.1 is the<br>internal process     198 NoGGrov job Ste his the 2<br>and accepted the position with a<br>start date of 11/6/23 is the Interim<br>(City Engineer     198 NoGGrov job Ste his the city Engine<br>papiloations on 04/27.1 is the Interim<br>(City Engineer       PRL Operations Manager     8/7/23 - 9/11/23     Position Gosed; Screening<br>Applications     Week of 11/13/23     Seth Plus is the Interim Plus<br>(City Engineer)     198 NoGGrov job Ste his the city<br>applications accepted the<br>position streeng 2/27.2 is minitis weep<br>internal process  | Job Title               | Posting Dates      | Status                              | In-person Assessment Dates or<br>Interviews | Additional Information              | Recruitment Notes   |
|--|-------------------------|--------------------|-------------------------------------|---|-------------------------------------|---|
| PWU DirectorPosition Closed; Position<br>Offered/Accepted - Paul Knippel,<br>start date 11/6/23Week of 9/25/23Sarah Borgers is the Interim Director<br>influit Virtual Interviews were<br>finalist Virtual<br>internal processComputing 4/28/23 and 9/31/23; 6<br>finalist virtual<br>participated for in person<br>start date 11/6/23PWU Director0/fered/Accepted - Paul Knippel,<br>start date 11/6/23Week of 9/25/23as of 3/2/22, 2-popined after an interview were<br>finalist views were<br>internal processSinalitis<br>participated in an extensive two day<br>assessment process 9/26/23 and<br>9/27/23, Paul Knippel was offered<br>and accepted the position wirts at<br>at and accept the position wirts at<br>at and accept the position wirts at<br>a subsersent process 9/26/23 and<br>9/27/23, Paul Knippel was offered<br>and accept the position wirts at<br>at and accept the position wirts at<br>at and accept the position wirts at<br>and accept the position wirts at<br>and accept the position wirts at<br>at and accept the position wirts at<br>at and accept the position wirts at<br>and accept the position wirts at<br>at applications at closing. YA<br>applications at closing. YA<br>applications at closing. YA<br>applications at at at at at at at at at<br>applications at at and and<br>applications at at at<br>applications at at and<br>applications at a divirtal<br>interviewed 10/23/23PRL Operations Manager8/7/23 - 9/11/23Positi | IT Director             | 6/26/23 - 7/24/23  | Offered/Accepted - David Guo, start | Week of 9/11/23                             | 2/9/23, appointed after an internal | Consulting + HR<br>2874 NeoGov job site hits with 112<br>applications at closing; 28<br>candidates invited to next step of<br>virtual application screen and<br>questionnaire; 10 semi-finalist<br>virtual interviews conducted<br>8/29/23 and 8/30/23; 5 finalists<br>participated in the two-day in-<br>person assessment process; David<br>Guo was offered and accepted the              |
| City Engineer7/25/23 - 9/11/23Position Closed; Screening<br>ApplicationsWeek of 11/13/23Seth Plas is the Interim City Engineer<br>as of 7/31/23, appointed after an<br>internal processConsulting + HR<br>1498 NeoGotions1498 NeoGotions<br>24 applications on 10/2/3; 12 semi-<br>finalists were invited to move<br>for applications on air closing; 24<br>applications on air closing; 24<br>  | PWU Director            | 7/6/23 - 8/7/23    | Offered/Accepted - Paul Knippel,    | Week of 9/25/23                             | as of 3/22/22, appointed after an   | Consulting + HR<br>1419 NeoGov job site hits with 42<br>applications at closing; 13 semi-<br>finalist virtual interviews were<br>conducted 8/28/23 and 8/31/23; 6<br>finalists selected for in-person<br>assessment process; 5 finalists<br>participated in an extensive two-day<br>assessment process 9/26/23 and<br>9/27/23; Paul Knippel was offered<br>and accepted the position with a |
| PRL Operations ManagerB8/7/23 - 9/11/23Position Closed; Screening<br>ApplicationsWeek of 10/23/23Blake Ramsey is the Interim PRL<br>Operations Manager as of 10/10/22;<br>appointed after an internal process54 applications at closing; 24<br>candidates invited to a virtual<br>application screen 9/29/23 and<br>10/2/23; 12 seri-finalists were<br>enterviewed 10/6/23; 5 finalists will<br>participation screen 9/29/23 and<br>10/2/23; 22 seri-finalists were<br>appointed after an internal process54 applications at closing; 24<br>candidates invited to a virtual<br>application screen 9/29/23 and<br>10/2/23; 12 seri-finalists were<br>applicationsPlanning Manager9/25/23 - 10/30/23Position Posted; Accepting<br>ApplicationsWeek of 12/11/23John McConnell is the Interim<br>Planning Manager as of 4/4/22,<br>appointed after an internal processPosition posted on 9/25/23; 1373+<br>NeoGov job site hits as of 10/18/23PWU Operations ManagerTBDTBDTBDFall 2023 processPWU Operations ManagerTBDTBDFall 2023 processPWU Operations ManagerTBDTBDFall 2023 process   | City Engineer           | 7/25/23 - 9/11/23  |                                     | Week of 11/13/23                            | as of 7/31/23, appointed after an   | Consulting + HR<br>1498 NeoGov job site hits by closing;<br>24 applications at closing; reviewed<br>applications on 10/4/23; 12 semi-<br>finalists were invited to move<br>forward to questionnaire and virtual<br>interviews currently scheduled for   |
| Planning Manager 9/25/23 - 10/30/23 Position Posted; Accepting<br>Applications Week of 12/11/23 Planning Manager as of 4/4/22,<br>appointed after an internal process Position posted on 9/25/23; 13/34   WU Operations Manager TBD TBD TBD   Assistant City Engineer/Civil TBD TBD Fall 2023 process  | PRL Operations Manager  | 8/7/23 - 9/11/23   |                                     | Week of 10/23/23                            | Operations Manager as of 10/10/22,  | 54 applications at closing; 24<br>candidates invited to a virtual<br>application screen 9/29/23 and<br>10/2/23; 12 semi-finalists were<br>interviewed 10/6/23; 5 finalists will<br>participate in an in-person<br>assessment process scheduled for  |
| Assistant City Engineer/Civil     TBD     TBD     —     Fall 2023 process  | Planning Manager        | 9/25/23 - 10/30/23 |                                     | Week of 12/11/23                            | Planning Manager as of 4/4/22,      |   |
| Assistant City Engineer/Civil     TBD     TBD     —     Fall 2023 process  | PWU Operations Manager  | TBD                | TBD                                 | TBD   |                                     | Fall 2023 process   |
|  |                         |                    |                                     |   |                                     |   |
|  | Chief Building Official | TBD                | TBD                                 | TBD   |                                     | Early 2024 process  |