



WESTMINSTER

COLORADO

QUARTERLY WORKFORCE
REPORT
July 2024





Strategic Priority 6: Organizational Vitality

Develop and sustain an environment where employees and the organization are equipped and supported to deliver outstanding service to everyone in Westminster.

A quarterly report focused on the personnel status of the organization supports the City's Strategic Priority of Organizational Vitality 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://westminsterco.gov/Government/CityCouncil/StrategicPlan>.

Department Vacancy Rates

Department	2024 Authorized FTE	Filled FTE	Vacant FTE	Vacancy Rate
City Attorney's Office	16.80	16.00	0.80	4.76%
City Manager's Office	59.60	54.60	5.00	8.39%
Community Services	71.00	65.50	5.50	7.75%
Finance	29.50	26.50	3.00	10.17%
Fire	153.00	151.00	2.00	1.31%
Human Resources	27.50	27.50	0.00	0.00%
Information Technology	40.00	39.00	1.00	2.50%
Parks, Recreation and Libraries	213.30	199.60	13.70	6.42%
Police Sworn Personnel	197.00	195.00	2.00	1.02%
Police Professional Personnel	96.80	90.80	6.00	6.20%
Public Works and Utilities	211.00	200.00	11.00	5.21%
Total	1115.50	1065.50	50.00	4.48%

Data as of 7/16/2024

Recruitment Status by Department (FTE & Other)

Department	Vacancy On Hold (Acting or Interim Assignment, Dept. Decision to Hold, Long range vacancy date)	Recruitment Waiting to Post	Recruitment In Process (Posting through Interviews)	Candidate in Background	Completed Recruitments (by FTE)
City Attorney's Office			1.0		
City Manager's Office	2.0		2.0	1.0	4.0
Community Services	4.0	1.0	1.0		12.0
Finance	3.0		1.0	1.0	
Fire	1.0	4.0	1.0		17.0
Human Resources		0.5			
Information Technology	2.0	1.0			3.0
Parks, Recreation and Libraries	6.3		7.0	1.0	14.5
Police Sworn Personnel			1.0	2.0	8.0
Police Professional Personnel	1.0		0.5	5.0	12.0
Public Works and Utilities	6.0	1.0	3.0	1.0	28.0
Grand Total	25.3	7.5	17.5	11.0	98.5

Data as of 7/16/2024

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

Westminster Executive Recruitments – 2024 Quarter Two Summary

Job Title	Posting Dates	Status	In-person Assessment Dates or Interviews	Recruitment Notes
Interim Deputy Fire Chief	5/6/24-5/8/24	Employee Hired: Eric Linnenberger, 5/15/24	5/9/2024	Westminster Facilitated Process Internal Recruitment; 3 candidates participated in interviews
Real Estate Development and Sustainability Manager	5/13/24-5/20/24	Employee Hired: Heather Cronenberg, 6/24/2024	6/12/24 and 6/18/24	Westminster Facilitated Process Internal Recruitment; 2 candidates participated in an in-person assessment process
Information Systems Manager (Information Operations Manager)	7/8/24-8/5/24	--	--	Westminster Facilitated Process --
Fire Chief	TBD	--	--	-- --