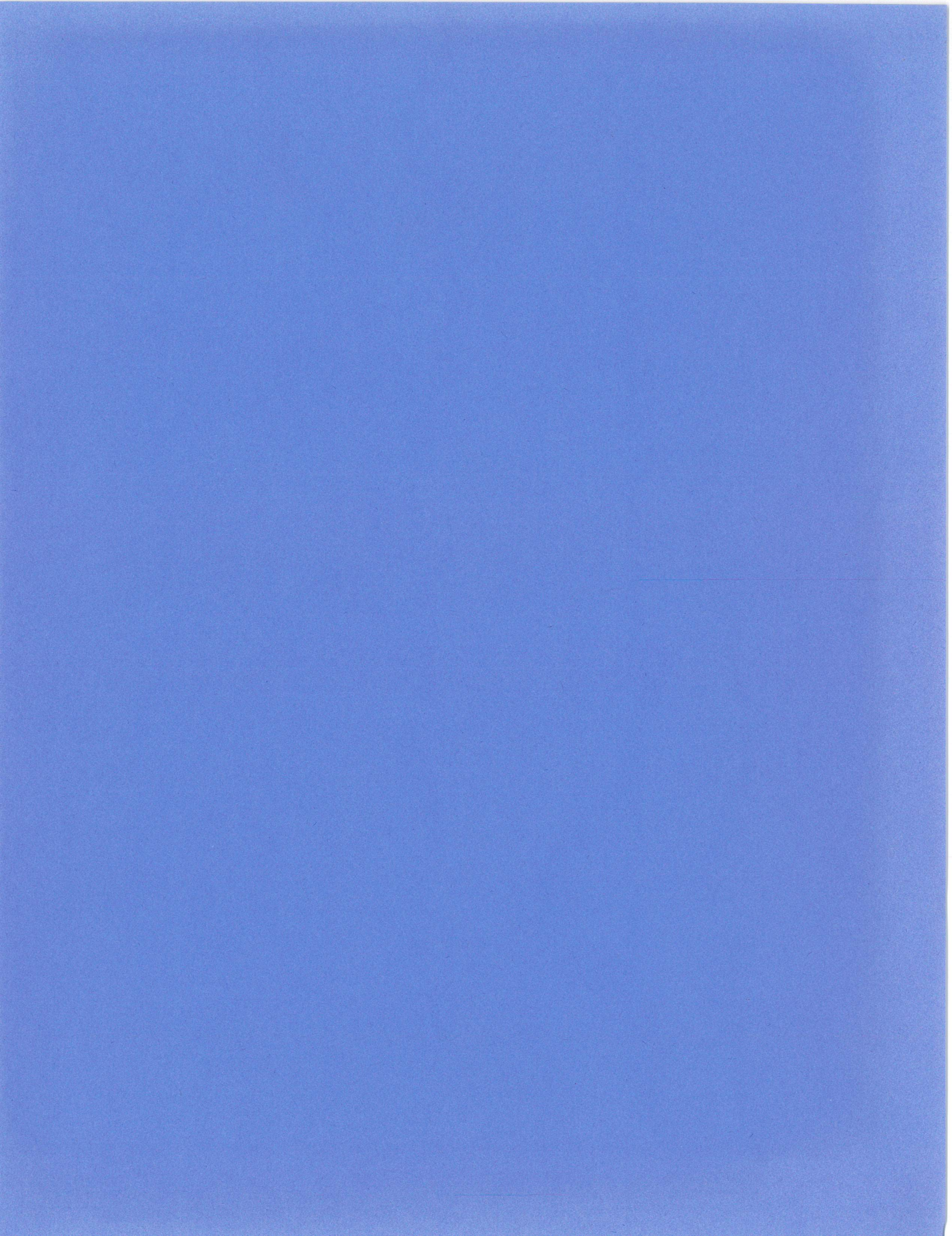


Weekly Management Report

September 9, 2022

- 1. Memo** Recruitment Report – End of August 2022
Management Services Department
- 2. Memo** Job Connect Activities for August 2022
Library Services Department



MEMORANDUM



**MANAGEMENT
SERVICES**



DATE: September 2, 2022

TO: Justin Hess, City Manager

FROM: Betsy McClinton, Management Services Director
By: Rene Sanchez, Acting Human Resources Manager

SUBJECT: RECRUITMENT REPORT – End of August 2022

Vacancies open to the public (23)

The Management Services Department (MS) is currently accepting applications from the public for these positions.

Associate Planner	(3) Lifeguard*
Building Administration Manager	(13) Lifeguard-Instructor*
Cross Connection Control Specialist*	(2) Locker Room Attendant*
Custodial Supervisor	(8) Police Recruit or Police Officer*
(4) Custodian (PW)*	Principal Civil Engineer
Data Engineer	Principal Electrical Engineer
Field Service Representative	(2) Senior Lifeguard*
(5) Firefighter Recruit or Firefighter*	Utility Accounting Analyst
Fire Inspector I	(2) Water Service Planner*
Human Resources Technician I (Temp)*	Workers' Comp Representative III (Temp)*
Intermediate Clerk (MS)	(3) Youth Services Worker (BEST)*
(2) Jailer	

*Continuous opening/open until filled

Vacancies open to City employees (2)

MS is currently accepting applications from City employees only for these positions.

Carpenter
Transportation Operations Supervisor

Recruitment examinations in process (29)

MS is conducting an examination process for these positions. MS estimates it will complete the examination process by the date indicated and will provide a list of candidates eligible for hire to the hiring department.

(2) Admin. Analyst II (MS) (Temp) (Sep 2022)	Electrical Supervisor (Sep 2022)
Animal Control Officer (Sep 2022)	Engineering Assistant/Traffic (Sep 2022)
Buyer I (Oct 2022)	Fire Battalion Chief (Oct 2022)
Communications Technician Trainee (Oct 2022)	(5) Firefighter Recruit (Sep 2022)
Crime Analyst (Sep 2022)	Food Services Aide (Sep 2022)
(2) Electrical Engineering Associate I (Sep 2022)	(3) Groundskeeper Helper (Sep 2022)
Electrical Engineering Associate II (Sep 2022)	Information Systems Analyst I (Sep 2022)

Irrigation Specialist (Sep 2022)
(2) Permit Technician (Sep 2022)
Police Communications Manager (Sep 2022)
(8) Police Recruit or Police Officer (Sep 2022)
Police Records Technician (Sep 2022)
Police Technician (Sep 2022)
Principal Electrical Engineer (Oct 2022)
Real Estate and Project Manager (Sep 2022)

Senior Admin. Analyst (M) (BWP) (Sep 2022)
(5) Senior Clerk (3-PW, PD, BWP) (Oct 2022)
Senior Communication Technician (Sep 2022)
Solid Waste Truck Operator (Sep 2022)
(2) Storekeeper (Oct 2022)
(3) Utility Worker (PR) (Sep 2022)
(20) Youth Services Worker (CREST) (Sep 2022)

Recruitment examinations completed (48)

MS completed the examination process for these positions. MS gave names of candidates eligible for hire to the hiring department for their internal selection process (typically a final interview). MS is awaiting notice of selection.

Account Clerk (BWP)
(4) Administrative Analyst I (M) (2-PD, PR, CD)
Assistant General Manager-Cust Serv & Marketing
Assistant Traffic Signal Technician
Associate Transportation Planner
Cement Finisher
Clerical Worker (PT) (CM)
Clerical Worker (PW)
(5) Communications Operator
Communications Operator (As-Needed)
(4) Crossing Guard
(4) Custodian (PW)
(2) Electrician Apprentice
(12) Facility Attendant II (PT) (Temp)
(5) Firefighter Recruit
Fire Equipment Mechanic
Financial Accounting Manager – BWP (Temp)
Fire Inspector II
Fleet Maintenance Tech (BWP)
Housing Assistant
(5) Jailer (As-Needed)
(2) Legal Assistant
Legal Secretary
(2) Librarian
(2) Library Assistant
(5) Library Page (PT)
(3) Lifeguard
(13) Lifeguard-Instructor

(8) Line Mechanic Apprentice
(2) Locker Room Attendant
Marketing Associate
Motor Sweeper Operator
(3) Parking Control Officer
Pipefitter Apprentice
(2) Police Cadet (PT)
(8) Police Recruit or Police Officer
Power Plant Maintenance Trainee
Power Plant Operator Trainee
Power Supply Scheduler
(2) Property and Evidence Technician
(3) Recreation Leader
(2) Senior Accountant
Senior Electrician
Senior Groundskeeper
Senior Library Assistant
(2) Senior Lifeguard
Senior Line Mechanic-G
Senior Planner
Senior Recreation Leader
(3) Senior Tree Trimmer
Senior Water Plant Operator
Test Technician Apprentice
Transportation Services Driver (PT)
(3) Tree Trimmer
(2) Water Plant Operator
(3) Work Trainee I (PR)

Recruitments by outside recruitment firms (2)

The City sometimes uses outside firms for certain difficult-to-fill positions and also managerial and executive positions because outside firms have expertise in specific fields, use established networks of quality candidates, and proactively reach out to prospective candidates.

Manager Energy Control Center
Manager Technology (BWP)

Upcoming job openings (29)

MS received notice that these positions are vacant, and they will be open to accept applications soon.

(2) Administrative Analyst II (M) (PR)
(2) Civil Engineering Associate
Collection Systems Leadworker

Construction Inspector I
Custodial Supervisor
(3) Customer Service Representative II

Fire Engineer
(5) Groundskeeper
(2) Heavy Equipment Operator
(2) Intermediate Clerk (CT, PR)
Laborer
Lead Jailer
Library Monitor
License & Code Services Inspector II
Manager Technology (IT)
Parking Control Supervisor
(8) Police Recruit or Police Officer
Principal Clerk (PR)

Senior Clerk (FD)
Senior Engineering Technician
Senior Plan Check Engineer
(3) Senior Secretary (BWP)
Senior Transportation Planner
Senior Test Technician
Skilled Worker
(3) Tree Trimmer Helper
Veterinary Technician
Welder
Workers' Compensation Representative II

Recruitment Plan Update – Police Recruit/Police Officer

There are currently eight Police Recruit/Police Officer vacancies. There was one candidate hired this month, and we did not receive notice of any new vacancies (Personnel Requisition). As indicated above, the recruitment for Police Recruit/Police Officer is open continuously. Physical agility examinations will continue to occur once a month, and our pace is to complete 12 this year.

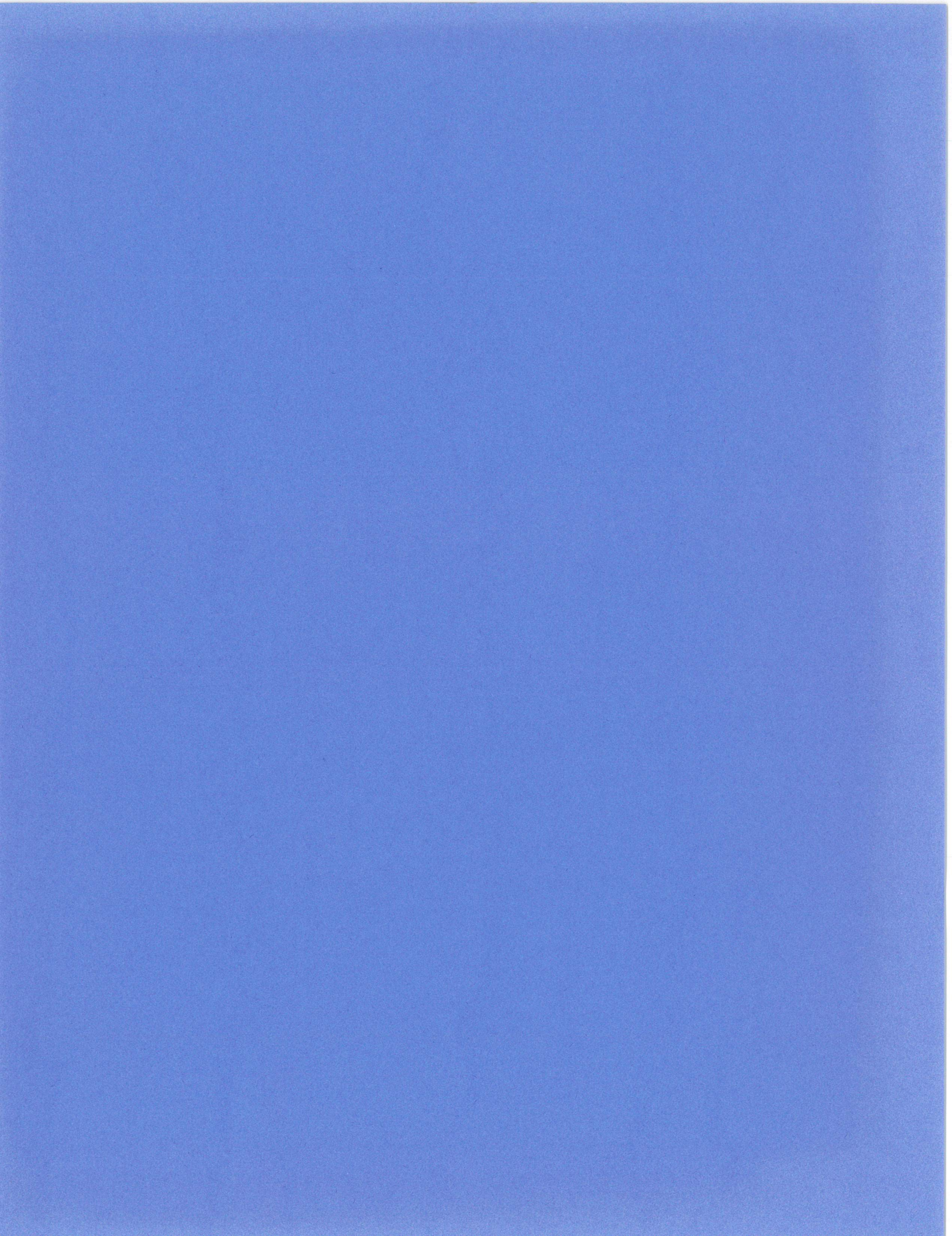
Currently there is one candidate in the onboarding process and following are updates for Police Recruits attending police academies:

- Two Police Recruits graduated the Los Angeles Sheriff's Department (LASD) Police Academy.
- One Police Recruit is attending the Rio Hondo Police Academy. Anticipated graduation date is October 2022.

Recruitment Plan Update – Firefighter Recruit/Firefighter

There are currently five Firefighter Recruit/Firefighter vacancies. MS staff is proctoring two recruitments in 2022. For the purposes of this report, they will be listed as Firefighter Recruitment 1 (FF1) and Firefighter Recruit Recruitment 2 (FF2).

- In FF1, the City is currently accepting applications for the position of Firefighter. This application submittal period will be open continuously until vacancies are filled. Currently there is one candidate in the onboarding process.
- In FF2, 141 candidates passed the oral interviews and will be invited to participate in the Biddle performance examination scheduled for early October.



MEMORANDUM



BURBANK PUBLIC LIBRARY

DATE: September 9, 2022

TO: Justin Hess, City Manager

FROM: Elizabeth Goldman, Library Services Director

SUBJECT: Job Connect Activities for August 2022

Highlights of Job Connect service for August 2022:

- Job Connect served almost 1,100 individuals in August through staff-mediated as well as self-service.
- Fifteen individuals received in-depth one-on-one assistance either from Library staff or a Verdugo Jobs Center (VJC) caseworker, with 10 referrals to VJC for additional service. Due to staffing shortages, VJC has had to cut back their onsite presence in Burbank to monthly instead of weekly.
- Staff have also found success referring job seekers to programs through the California Department of Rehabilitation, which provides intensive job counseling, funding for training programs, and assistance with even small items that can make a difference, like stipends to offset the cost of necessary supplies for a new job or transportation to interviews.
- Starting this fall, Job Connect staff will be conducting business outreach to gain a stronger understanding of the hiring needs of Burbank employers. An initial list of contacts has been developed in conjunction with the City of Burbank Economic Development Department.
- Four individuals participated in SCORE one-on-one business counseling, a partnership between SCORE, the Library and Economic Development.
- Additional programming included one-on-one technology assistance and a Spark! Lab class on sound production.
- Staff completed review of the Fiscal Year 22-23 contract with VJC, which establishes program funding and outlines the minimum services Burbank will provide as a satellite office of VJC.

Some of the individuals assisted by Job Connect in recent months include:

- A local resident who immigrated to the United States in 2015 and is a permanent resident requested career development guidance. Despite having multiple degrees from his country of origin, he had not been able to find steady employment. Job Connect staff provided him with coaching on resume writing and email etiquette and helped him identify potential career paths. Following Job Connect's referral of the individual to the Department of Rehabilitation, he received additional assistance and recently secured a permanent full-time position at the Hollywood Burbank Airport.