



CITY OF
BURBANK

ORGANIZATIONAL CHARTS

FISCAL YEAR 2020-21



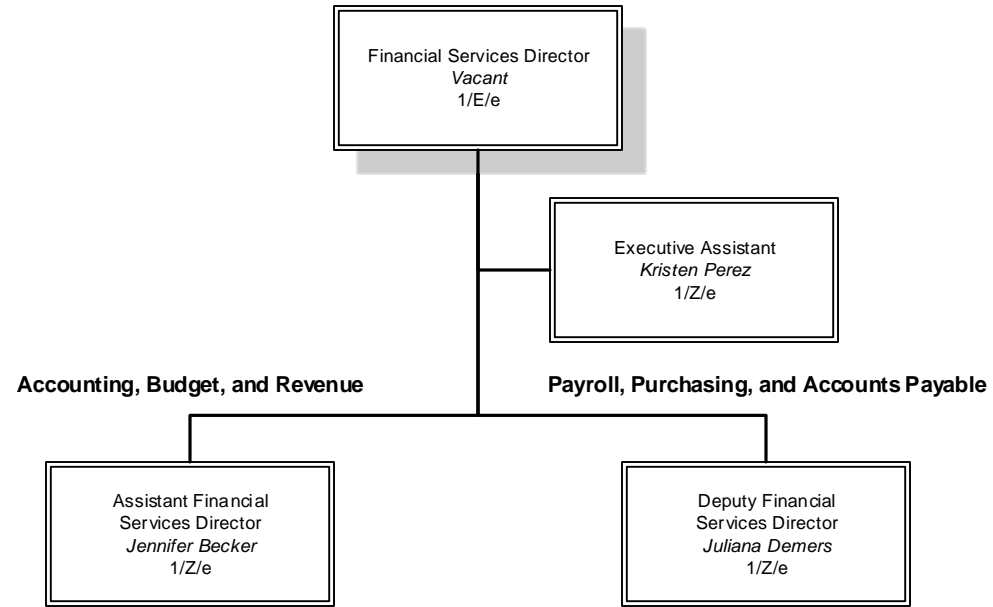
CITY OF BURBANK
FY 2020-21 Organizational Charts

Financial Services

The Financial Services Department is committed to quality and excellence, ensuring the financial integrity of the City and its related agencies while providing efficient, courteous service.

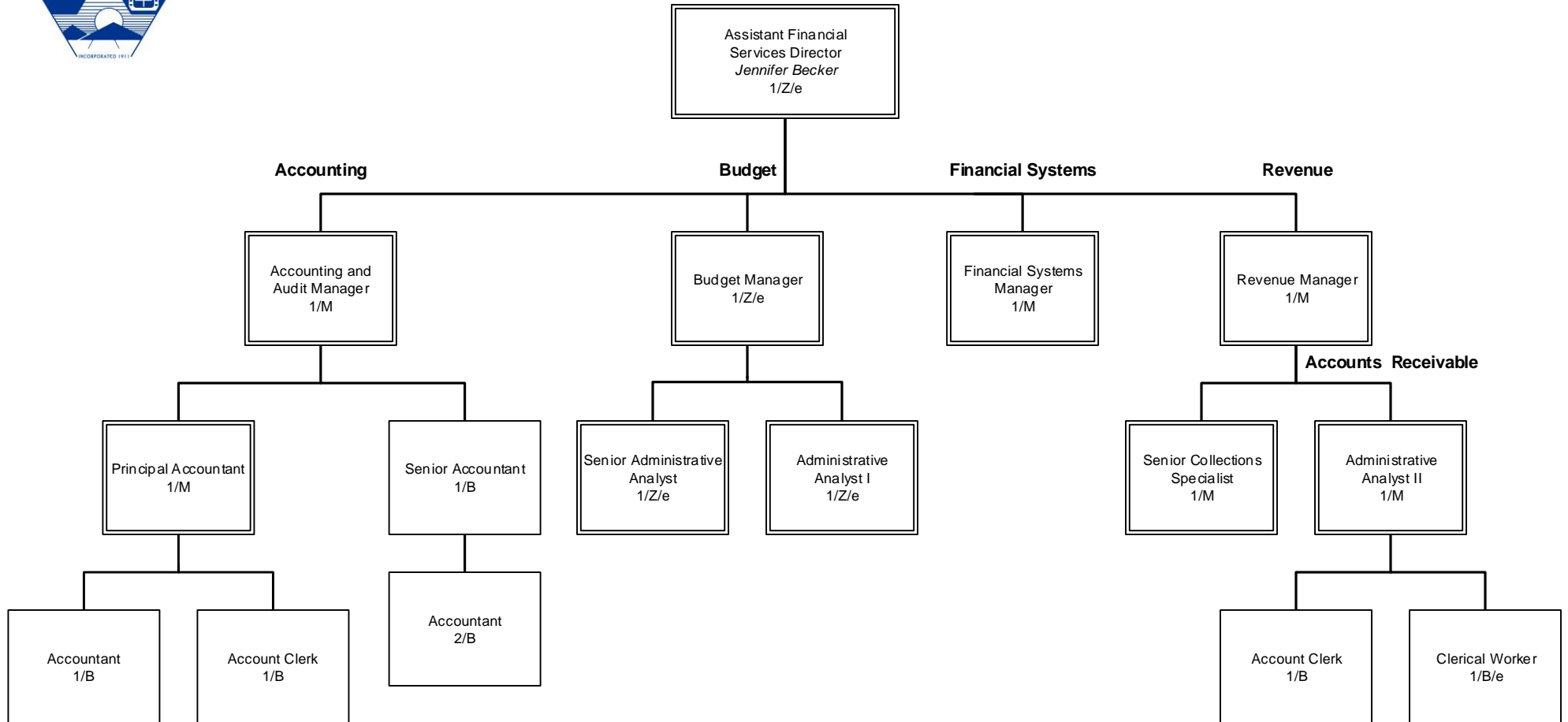


Financial Services



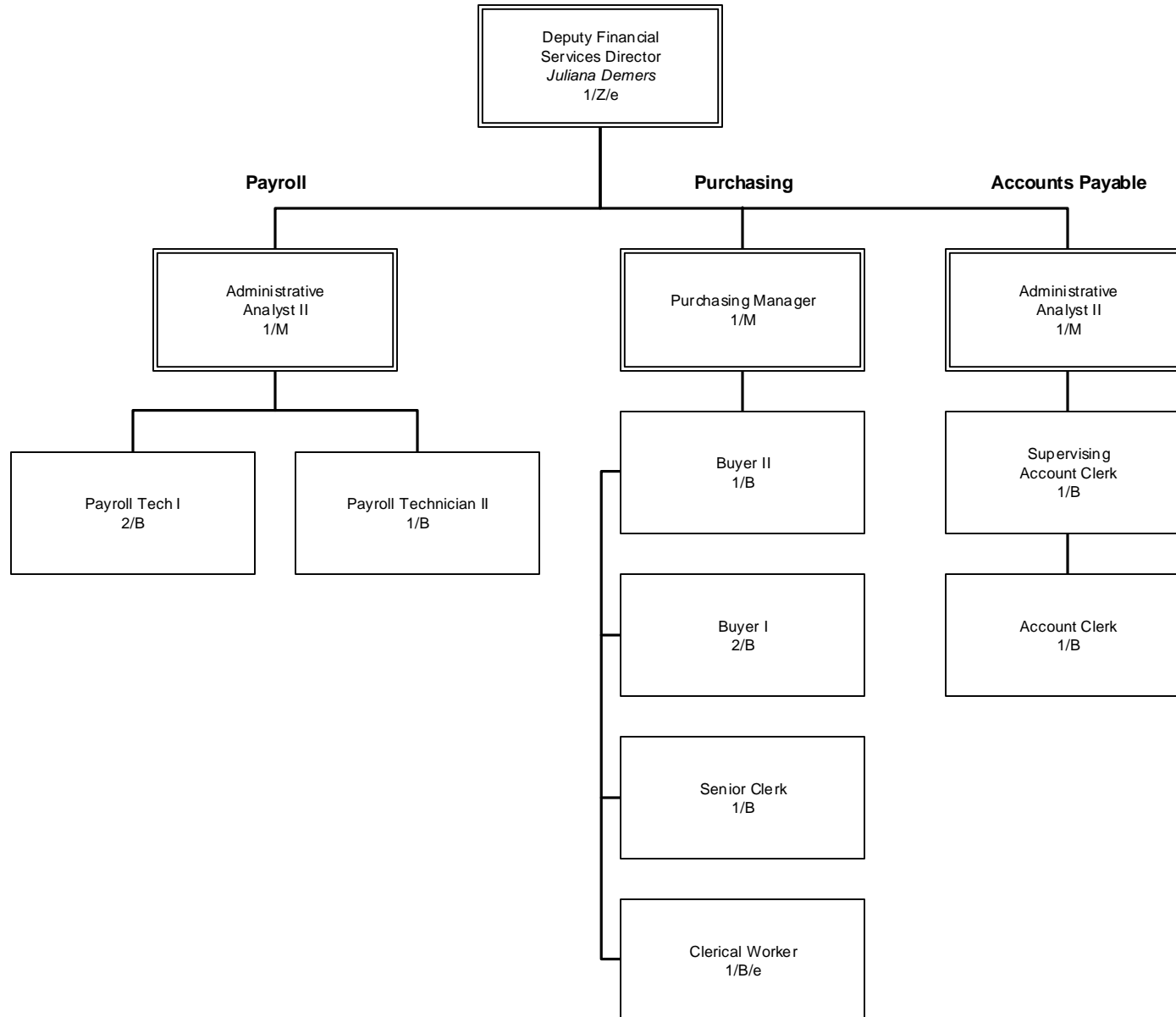


Financial Services – Accounting, Budget, and Revenue





Financial Services – Payroll, Purchasing, and Accounts Payable





Understanding City of Burbank Organizational Charts

The City of Burbank utilizes 'Hierarchical' Organizational Charts (also known as the "Chain of Command") to demonstrate the structure of our organization. The example chart, descriptions, and abbreviations below are provided to assist users review and comprehend the City's Organizational Charts for Fiscal Year 2020-2021.

1. Horizontal lines (example: see *letter a* at right) denote *lateral* or 'side by side' relationships—relationships between employees (and/or divisions) who are at the same, equal level of authority. In this example, both Assistant Directors report to the Director.

2. Vertical lines (see *letters b* and *c*) denote *line* relationships—direct relationships between superior and subordinate(s). For example, under Accounting, the Analyst reports to the Manager, who reports to the Assistant Director, who—in turn—reports to the Director.

3. When (multiple) rectangles are connected (see *letter d*) this indicates that more than one employee reports to the same supervisor. In this example, *three Clerks* (on an equal footing) report to the Senior Administrative Analyst in the Planning Division.

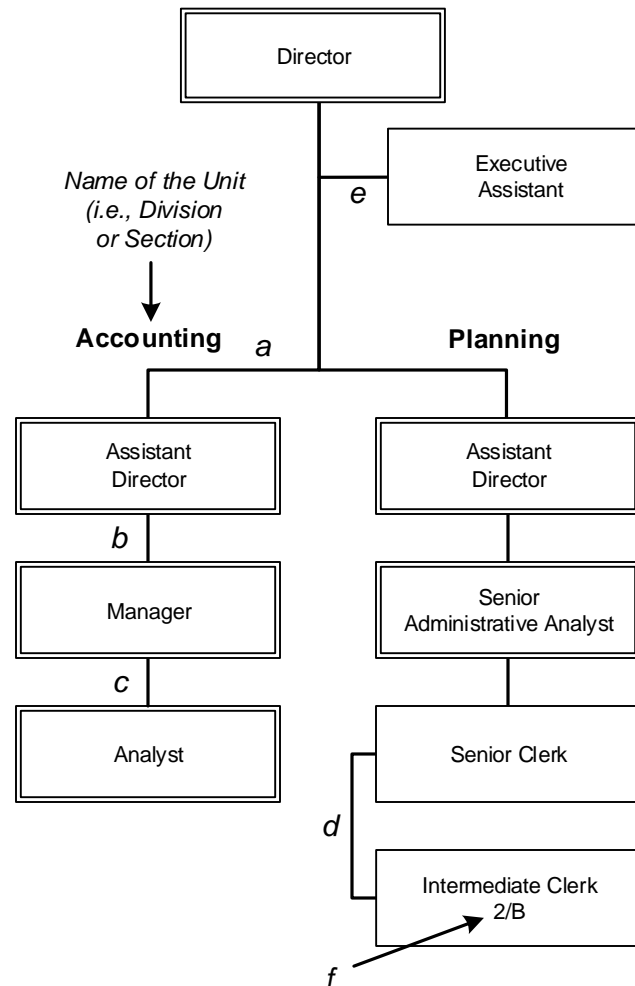
4. A position shown attached horizontally outside of the vertical hierarchy (see *letter e*) indicates a employee who falls outside of the normal chain of command. Positions such as this report to someone on a higher tier than other employees, but those employees do not report up to them (the Assistant Director reports to the Director, but not to the Executive Assistant in the example shown).

5. A solid line indicates a direct relationship while a dashed line (not shown) indicates that an employee (or division) is more indirectly associated with another. The employee might assist one manager, but report to and is evaluated by a different manager.

6. A *double-lined* rectangle represents Executive, BMA, Unrepresented positions and Battalion Chiefs (an example is the Senior Administrative Analyst).

7. A *single-lined* rectangle represents all non-management positions (an example is the Intermediate Clerk).

8. *Letter f* (see the arrow at right) is reflective of the number of full-time equivalents (FTE) budgeted and the employee group the classification falls under. For example, "3.8(8)/B" would signify that 8 employees are budgeted at 3.8 FTEs and these employees are part of the Burbank City Employees' Association.



Abbreviations

- B:** Burbank City Employees' Association (BCEA)
- E:** Executive
- e:** Civil Service Exempt
- F:** Burbank Fire Fighters (BFF)
- I:** International Brotherhood of Electrical Workers (IBEW)
- M:** Burbank Management Association (BMA)
- P:** Burbank Police Officers' Association (BPOA)
- U:** Fire Fighter Recruit and Police Recruit
- Y:** Burbank Fire Fighters Chief Officers' Unit (BFFCOU)
- Z:** Unrepresented