CITY OF BURBANK

ORGANIZATIONAL CHARTS

FISCAL YEAR 2021-22
CITY OF BURBANK
FY 2021-22 Organizational Charts

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CITY OF BURBANK
FY 2021-22 Organizational Charts

General City
City Council

The City Council is committed to improving the overall quality of life in the City of Burbank by enhancing our neighborhoods, delivering exceptional public services, preserving, and enhancing the City's economic prosperity, embracing the diversity of our citizens, and making Burbank a desirable, safe City in which to live, work, and raise a family.
City Council

Electorate of the City of Burbank

City Council
(Vice Mayor)
Konstantine Anthony 1/C/e

City Council
(Mayor)
Jess A. Talamantes 1/C/e

City Council
(Council Member)
Bob Frutos
Sharon Springer
Nick Schuffz 3/C/e
The City Clerk's Office is committed to pursuing excellence through service, transparency, and accountability. We are committed to providing quality public service and connecting the community with the legislative process. The Office strives to ensure that the City's legislative process remains open and transparent by providing a strong link between citizens and government. Through efficient and transparent use of City resources, the City Clerk's Office is able to ensure the preservation of Burbank's legislative history.
City Treasurer

It is the mission of the City Treasurer's Office to act as the City's receipting and disbursing agent of all public monies in order to maximize the investing of idle funds.
The mission of the Burbank City Attorney's Office is to provide sound, timely and cost effective legal advice and representation to the City Council, Commissions, Boards, City officers, and staff. The Office is committed to working with staff in carrying out City Council policies and goals. The City Attorney's Office zealously defends and pursues litigation filed against, or by, the City, and fairly and ethically prosecutes misdemeanors and infractions committed within the City.
City Manager

The City Manager's Office is committed to providing on-going quality municipal services and to promoting the overall safety, health and general well-being of the community through the teamwork of the City Council, City Boards and Commissions, City Staff and all of Burbank's citizenry.
PUBLIC INFORMATION

The Public Information Office enhances communication between the City and the community by providing a comprehensive program of information about City services and activities in print, video, and electronic format.
Burbank Water and Power

The mission of Burbank Water and Power (BWP) is to provide electric and water services to our customers in a safe and reliable manner while providing stable and competitive rates.
Community Development

The Community Development Department’s mission is to provide the core services necessary to maintain strong community ties, safe, and quality development, economic vitality, affordable housing, well-planned residential and commercial neighborhoods, and effective transportation planning. Staff is committed to providing these services to their customers and co-workers in an effective, efficient, and respectful manner.
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 – Administration and Accounting Services

Deputy Financial Services Director
Leena Mirtchyan
1/2/e

Accounting

Accounting and Audit Manager
1/M

Principal Accountant
1/M

Accountant
1/B

Account Clerk
1/B

Senior Accountant
1/B

Accountant
1/B

Administrative Analyst II
1/M

Budget

Budget Manager
1/2/e

Administrative Analyst II
2/Z

Senior Administrative Analyst
1/Z/e

Revenue

Revenue Manager
1/M

Administrative Analyst II
1/M

Accounts Receivable

Account Clerk
1/B

Clerical Worker
1/B/e

Account Clerk
1/B

Fiscal Year 2021-2022
Financial Services – Fiscal Operations

Deputy Financial Services Director
Vacant
1/2/e

Accounts Payable

Administrative Analyst II
1/M

Supervising Account Clerk
1/B

Account Clerk
1/B

Payroll

Administrative Analyst II
1/M

Payroll Technician I
1/B

Payroll Technician II
2/B

Purchasing

Purchasing Manager
1/M

Senior Buyer
1/M

Buyer II
1/B

Buyer I
1/B

Senior Clerk
1/B

Account Clerk
1/B

Clerical Worker
1/B/e

Fiscal Year 2021-2022
The mission of the Burbank Fire Department is to protect and serve the community by mitigating the impacts of fires, medical emergencies, and hazardous situations on life, the environment, and property through prevention, public education, and preparedness while adhering to the Department's core values.
Fire - Fire Prevention

Fire Chief
1/E/e

Deputy Fire Chief
1/Y

Fire Marshal/
Fire Battalion Chief
1/Y

Fire Captain
1/F

Fire Engineer
1/F

Fire Captain
1/F

Fire Engineer
1/F

Fire Captain
1/F

Fire Prevention Inspector I
1/B

Fire Prevention Inspector II
1/B

Fire Administrator
1/Z/e

Intermediate Clerk
4/B

Fire Inspection Manager
1/M
Information Technology

Information Technology provides centralized technical services and support for all fifteen City departments. Information Technology manages and operates a primary data center and is responsible for ensuring City departments have access to their data and application systems when needed. Access is provided to more than 140 different business applications in addition to enterprise-wide email, human resources/payroll, financials, enterprise permitting and licensing, utility billing, public safety systems, and collaboration tools. The Department works in partnership with customers to provide high value, low cost integrated solutions.
Library Services

The Public Library connects the community to opportunities for growth, inspiration, and discovery.
Library Services

Library Services Director
Elizabeth Goldman
1/2

Executive Assistant
Anne Ngo
1/2

Assistant Library Services Director
Melissa Potter
1/2

Marketing

Senior Library Assistant
1/8

Senior Clerk
1/8

Social Services Supervisor
.5/8

Library Assistant
1/8

Community Connections

Digital Services

User Experience
Management Services

Management Services is dedicated to promoting organizational effectiveness through creative leadership that is responsive to our community, employees, and the public while providing courteous and quality human resources, employee services, labor relations, safety, and risk management programs in a timely and cost efficient manner. In order to fulfill our mission to the public, Management Services is committed to fostering positive relationships between City employees and the community by promoting professional development and unity through mutual respect and sensitivity to the diversity of our population.
Management Services

Management Services Director
Betsy McClinton
1/6/6

Liability

Administrative Analyst II
1/2/6

Senior Administrative Analyst
1/2/6

Executive Assistant
Jessica Sandoval
1/2/6

Administrative Analyst II
1/4/6

Employment Services and Employee Services

Assistant Management Services Director
Julianne Venturo
1/2/6

Labor Relations

Human Resources Manager
Vacant
1/2/6

Labor Relations and ADA

Senior Administrative Analyst
1/2/6

Administrative Analyst II
2/2/6

Reprographics

Supervisor Offset Press Operator
1/6/6

Offset Press Operator
Vacant
1/6/6

Duplicating Machine Operator
1/6/6

Workers’ Compensation and Safety

Assistant Management Services Director
Risk Management and Safety
Stacey Adams
1/2/6

Fiscal Year 2021-2022
The Parks and Recreation Department strives to be the heart of the community by providing enriching opportunities through dedicated people, beautiful parks, and inspiring programs.
Parks and Recreation – Landscape and Forestry Services

Forestry

- Forestry Services Supervisor 1/B
  - Senior Tree Trimmer 7/B
    - Tree Trimmer 7/B
    - Tree Trimmer Helper 1/B

- Forestry Services Supervisor 1/B

Park Landscape

- Administrative Analyst 1/M
  - Irrigation Specialist 1/B
    - Senior Groundskeeper 5/B
      - Groundskeeper 14/B
        - Groundskeeper Helper 6/B

- Landscape Services Supervisor 2/B
  - Special Project Crew Leader 1/B
    - Work Trainee I 2.5(5)/B/e
The mission of the Burbank Police Department is to protect life and property, provide professional police services and work in partnership with the community. The Department has also adopted the following core values: Respect - Protecting the rights and dignity of all people as determined by the United States Constitution and the laws of the State of California; Integrity - Commitment to ethical behavior and acceptance of individual responsibility and accountability for all of our actions and decisions; and Excellence - Quality through continuous improvement. To accomplish its mission, the Department operates four major divisions: Patrol, Investigations, Administrative Services, and Support Services.
Public Works

The Public Works Department plans, designs, builds, operates, and maintains the City's public works infrastructure in a financially and environmentally responsible manner while responding to the community's changing needs.
Appendix
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 2021-2022.

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 or 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(6B)” 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
c: 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

The Management Services Department of the City of Burbank prepares and manages the City's Organizational Charts.