CITY OF BURBANK

ORGANIZATIONAL CHARTS

FISCAL YEAR 2021-22
Police

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.
Police

Police Chief
Michael Albanese
1/E/a

Executive Assistant
Sherre Nakamura
1/Z/a

Administration

Police Captain
Denis Cremins
1/Z

Budget and Finance

Police Administrator
Courtney Padgett
1/Z/a

Internal Affairs

Police Lieutenant
1/P

Investigation

Police Captain
Travis Irving
1/Z

Patrol

Police Captain
Adam Cornils
1/Z

Support Services

Police Captain
J.J. Pugulis
1/Z

Police Sergeant
1/P

Fiscal Year 2021-2022
Police - Administration

Police Captain
Denis Cremins
1/Z

Administrative Analyst I
1/M

Community Outreach and Personnel Services

Police Lieutenant
1/P

Administrative Analyst I
1/M

Community Relations

Police Sergeant
1/P

Police Officer
1/P

Mental Health Evaluation Team

Police Officer
1/P

Administrative Analyst I
1/M

Training and Personnel

Police Sergeant
1/P

Backgrounds

Police Detective
1/P

Police Cadet
.5(7)/B/e

Training

Police Sergeant
1/P

Senior Rangemaster/Armorner
1/M

Crime Analyst
2/M

Professional Standards

Police Sergeant
2/P

Police Lieutenant
1/P

Administrative Analyst I
2/M
Police - Support Services

Animal Shelter
- Animal Shelter Superintendent 1/M
  - Veterinarian .5(2)/M
  - Animal Control Officer 1/B
  - Veterinary Technician 1/B
  - Animal Control Officer 4/B
  - Kennel Attendant 3/B
- Senior Animal Control Officer 1/B
- Police Technician 1/B
- Administrative Analyst I 1/M
- Police Records Technician Supervisor 3/B
- Police Records Manager 1/M
- Police Records Technician 8/B
- Police Technician 5/B

Building Services
- Records/ Data Entry
  - Police Records Supervisor 3/B
  - Police Records Technician 8/B
  - Police Technician 5/B
- Police Sergeant 1/P
- Public Safety Facility Technician 1/B

Communications
- Communications Supervisor 4/B
- Communications Operator 12/B

Jail
- Jailer Manager 1/M
- Jailer 9/B
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 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(0)/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

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

Fiscal Year 2021-2022