



**CITY OF  
BURBANK**

**ORGANIZATIONAL  
CHARTS**

**FISCAL YEAR 2026-2027**



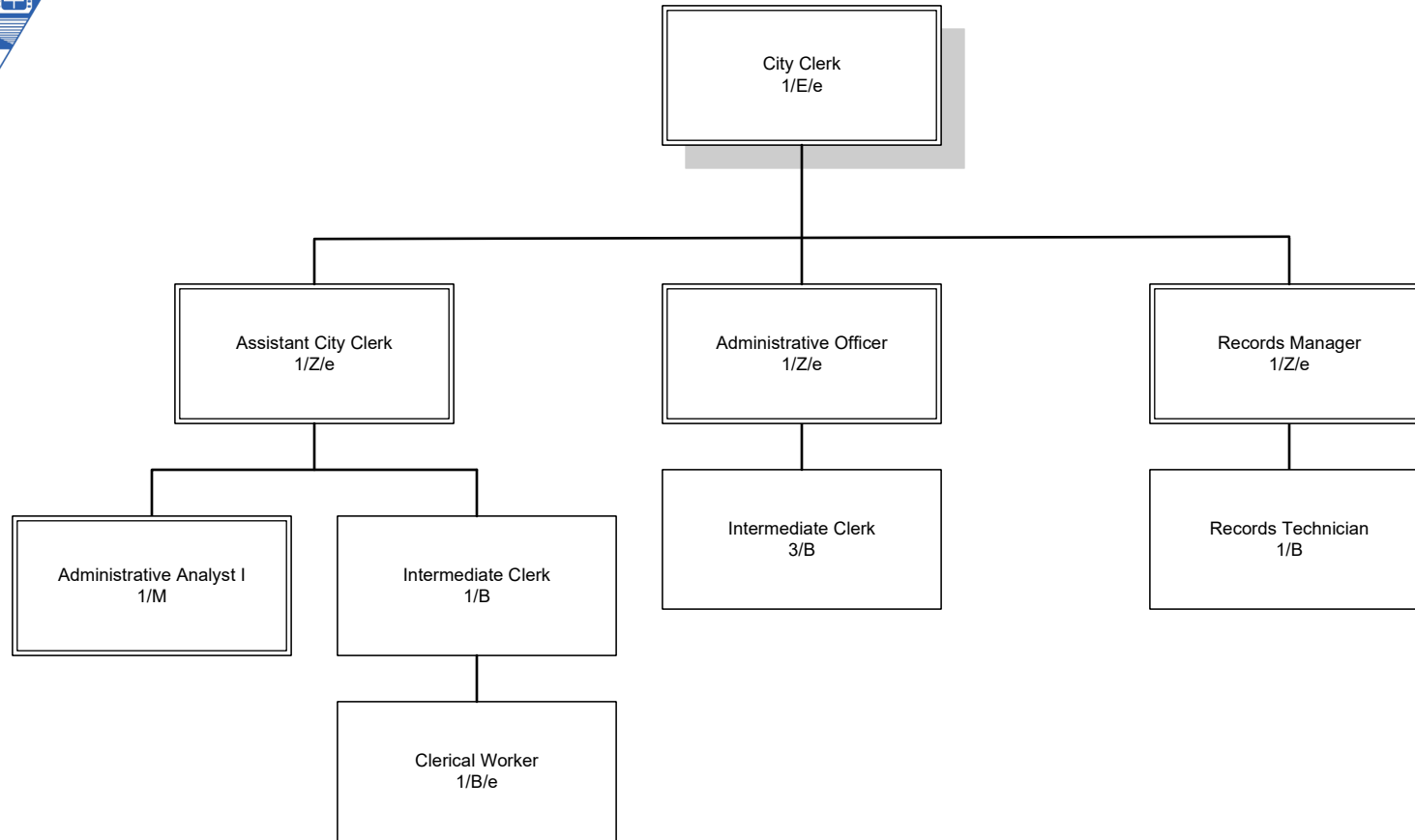
## CITY OF BURBANK FY 2026-27 Organizational Charts

# City Clerk

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 Clerk





# 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 2026-27.

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 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.

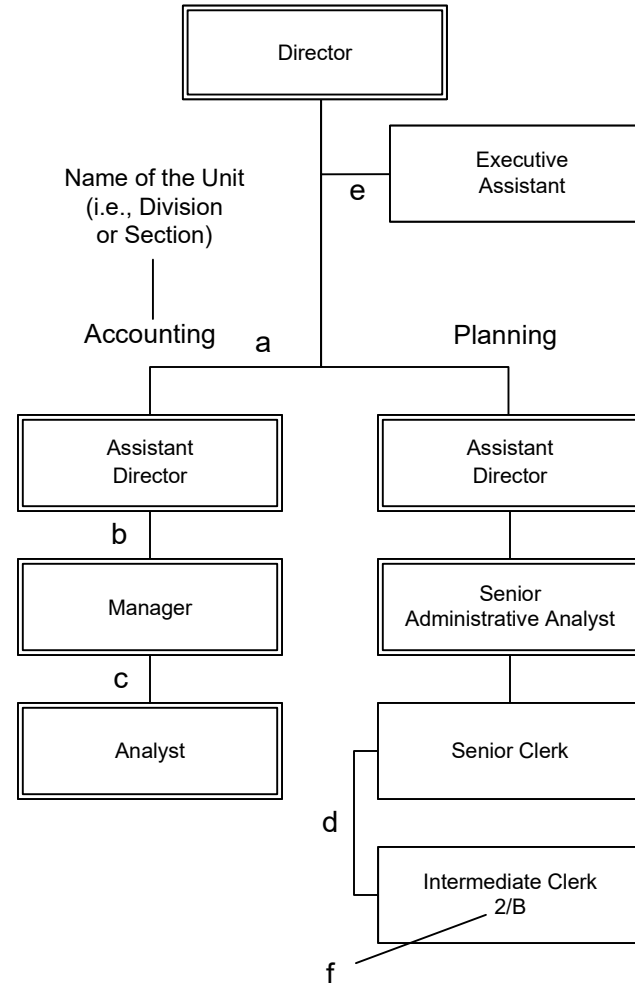
4. A position shown attached horizontally outside of the vertical hierarchy (see letter e) indicates a employee who falls outside of the normal chain of command. Positions such as this report to someone on a higher tier than other employees, but those employees do not report up to them (the Assistant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