

Attachment 1
City of Burbank Workforce and Recruitment Data

Table 1 – Budgeted Fulltime Equivalent Positions by Labor or Employee Group

Labor or Employee Group	FY 23/24	FY 24/25
	Budgeted Fulltime Equivalents (FTEs)	Budgeted Fulltime Equivalents (FTEs)
BCEA	735.201	751.76
BFF	117	116
BFFCOU	6	8
BMA	245.012	249
BPOA	155	155
IBEW	143	140
Unrepresented Mid Management Employees	91.9	101
Executive Employees	15	15
Total	1508.113	1535.76

Table 2 – Budgeted Fulltime Equivalent Positions by Department

Department	FY 23/24	FY 24/25
	Budgeted Fulltime Equivalents (FTEs)	Budgeted Fulltime Equivalents (FTEs)
Burbank Water and Power	362	360
City Attorney's Office	21	24
City Clerk's Office	10.475	10.48
City Council Office	2	2
City Manager's Office	13	13
City Treasurer's Office	5	5
Community Development	103.433	110.28
Financial Services	36	40
Fire Department	143	144
Information Technology	33	33
Library Services	66.288	66.81
Management Services	55.412	59.13
Parks and Recreation	186.98	194.53
Police Department	264.78	265.78
Public Works	205.745	207.75
Grand Total	1508.113	1535.76

Table 3 – 2024 Monthly Vacancy Rates by Labor or Employee Group

Month	BCEA	BFF	BFFCOU	BMA	BPOA	IBEW	Unrepresented	Executives	Grand Total
January	17.76%	3.42%	0.00%	17.84%	13.55%	1.40%	8.13%	0.00%	12.98%
February	18.72%	3.42%	0.00%	17.26%	12.26%	1.40%	7.05%	6.67%	13.42%
March	17.14%	3.42%	0.00%	18.72%	12.26%	2.10%	3.78%	6.67%	12.69%
April	15.68%	1.71%	0.00%	18.72%	11.61%	3.50%	1.61%	6.67%	11.84%
May	14.97%	1.71%	0.00%	18.72%	11.61%	4.90%	1.61%	6.67%	11.43%
June	12.52%	1.71%	0.00%	17.90%	11.61%	4.20%	2.69%	0.00%	9.84%
July	12.07%	2.59%	25.00%	17.73%	7.74%	2.86%	9.48%	6.67%	10.06%
August	11.12%	4.31%	0.00%	17.33%	7.10%	3.57%	10.47%	6.67%	9.53%
September	15.66%	4.31%	0.00%	17.10%	7.74%	4.29%	9.48%	13.33%	11.84%
October	14.96%	5.17%	0.00%	17.50%	8.39%	3.57%	10.47%	13.33%	10.65%
November	15.31%	5.17%	0.00%	14.87%	7.10%	4.29%	10.47%	13.33%	10.46%
December	15.51%	5.17%	0.00%	15.27%	9.03%	5.00%	8.49%	6.67%	10.69%
Average	15.12%	3.51%	2.08%	17.41%	10.00%	3.42%	6.98%	7.22%	11.29%

Table 4 – 2025 Year to Date Monthly Vacancy Rates by Labor or Employee Group

Month	BCEA	BFF	BFFCOU	BMA	BPOA	IBEW	Unrepresented	Executives	Grand Total
January	15.03%	5.17%	12.50%	16.48%	11.61%	7.14%	11.46%	6.67%	11.37%
February	13.42%	0.00%	12.50%	15.27%	10.97%	7.86%	11.46%	6.67%	10.64%
March	13.44%	0.00%	0.00%	14.07%	11.61%	7.86%	11.46%	13.33%	10.59%
April	12.67%	0.00%	0.00%	14.07%	9.68%	10.00%	9.48%	6.67%	10.35%
May	11.81%	0.00%	0.00%	13.26%	9.03%	10.71%	10.47%	0.00%	9.60%

Table 5 – 2024 Average Days to Complete Recruitment Process

Type of Recruitment	Average Number of Calendar Days to Complete Recruitment Process		
	Civil Service Recruitments	Recruitments Exempt from Civil Service	All Recruitments
Departmental Promotional	96.3 (3.2 months)	70.3 (2.3 months)	79.7 (2.7 months)
Interdepartmental Promotional	89.5 (3.0 months)	28.0 (0.9 months)	43.4 (1.4 months)
Open Competitive	111.6 (3.7 months)	57.5 (1.9 months)	68.6 (2.3 months)
Overall Total	107.1 (3.6 months)	58.0 (1.9 months)	69.4 (2.3 months)