



CITY CLERK'S OFFICE

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NOTICE OF CIVIL SERVICE BOARD VACANCY

BURBANK, CA (April 11, 2025) – The Burbank City Clerk’s Office is accepting applications for the Civil Service Board beginning **April 11, 2025** through **May 12, 2025**. Applications may be submitted online by visiting www.burbankca.gov/bccapplication or you can pick up an application in the City Clerk’s Office located in City Hall at 275 East Olive Avenue, First Floor. Completed applications may be submitted online, mailed, or dropped off (no postmarks and no exceptions for late submittals).

BOARDS, COMMISSIONS, AND COMMITTEES	TERM	NO. OF VACANCIES	SPECIFIC REQUIREMENTS	FORM 700	AB 1234
Civil Service Board	Unexpired term until 7-31-2028	1	See Code Section Below	Not Required	Not Required

The deadline to submit an application to the Burbank City Clerk’s Office is Monday, May 12, 2025, by 5:00 p.m. The appointments are tentatively scheduled to be made at the May 20, 2025, City Council Meeting. All City Board, Commission, and Committee members serve without compensation from the City. No individual shall serve on more than one Board, Commission, or Committee at the same time. All applicants must be electors of, and actually live in, the City of Burbank with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission (per BMC Sections 2-1-405, 2-1-406, 2-1-407).

Civil Service Board Information

The powers and duties of the Board shall be:

- To hold hearings regarding rules to supplement this article and subsequent revisions and amendments thereto and to recommend to the City Manager for submission to the Council such rules as are herein provided for;
- To act in an advisory capacity to the City Manager and City Council on problems concerning personnel administration;
- As provided by BMC Section 2-1-506 and by any rules, adopted to supplement this article, to hear appeals submitted by any employee hereunder, relative to any situation connected with their employment status or condition of employment; and
- In any hearing conducted by the Board, it shall have the power to examine witnesses under oath and compel their attendance and/or the production of evidence before it by subpoenas issued in the manner and subject to the penalties provided by law. Each member of the Board shall have the power to administer oaths to witnesses.

For more information, please contact the City Clerk’s Office at (818) 238-5851
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