# CITY OF BURBANK

# ORGANIZATIONAL CHARTS
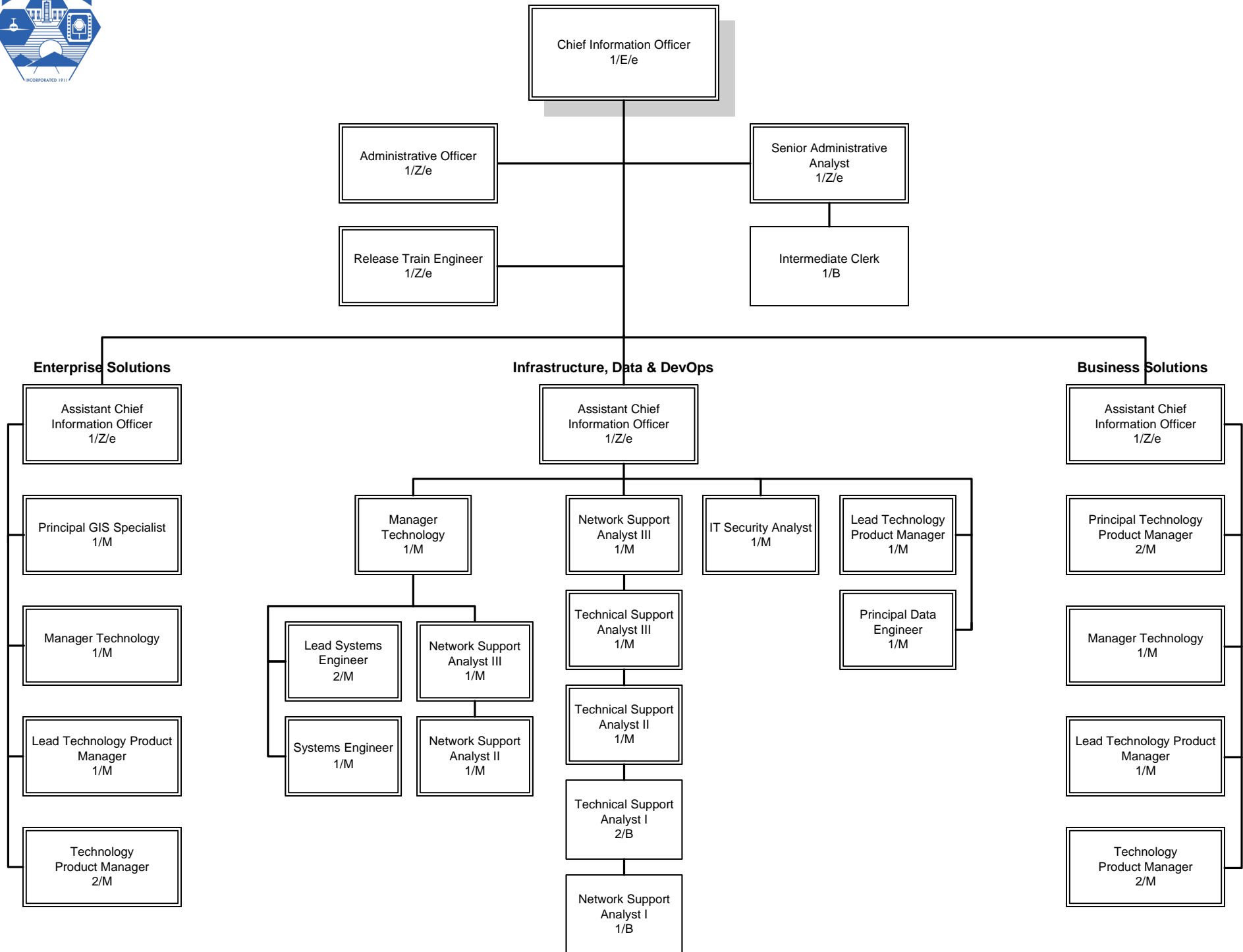
## FISCAL YEAR 2024-2025

CITY OF BURBANK
FY 2024-25 Organizational Charts

# 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.

# Information Technology

**Chief Information Officer**
1/E/e

**Administrative Officer**
1/Z/e

**Senior Administrative Analyst**
1/Z/e

**Release Train Engineer**
1/Z/e

**Intermediate Clerk**
1/B

## Enterprise Solutions

**Assistant Chief Information Officer**
1/Z/e

**Principal GIS Specialist**
1/M

**Manager Technology**
1/M

**Lead Technology Product Manager**
1/M

**Technology Product Manager**
2/M

## Infrastructure, Data & DevOps

**Assistant Chief Information Officer**
1/Z/e

**Manager Technology**
1/M

**Lead Systems Engineer**
2/M

**Network Support Analyst III**
1/M

**Systems Engineer**
1/M

**Network Support Analyst II**
1/M

**Network Support Analyst III**
1/M

**Technical Support Analyst III**
1/M

**Technical Support Analyst II**
1/M

**Technical Support Analyst I**
2/B

**Network Support Analyst I**
1/B

**IT Security Analyst**
1/M

**Lead Technology Product Manager**
1/M

**Principal Data Engineer**
1/M

## Business Solutions

**Assistant Chief Information Officer**
1/Z/e

**Principal Technology Product Manager**
2/M

**Manager Technology**
1/M

**Lead Technology Product Manager**
1/M

**Technology Product Manager**
2/M

# 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 2024-25.

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.
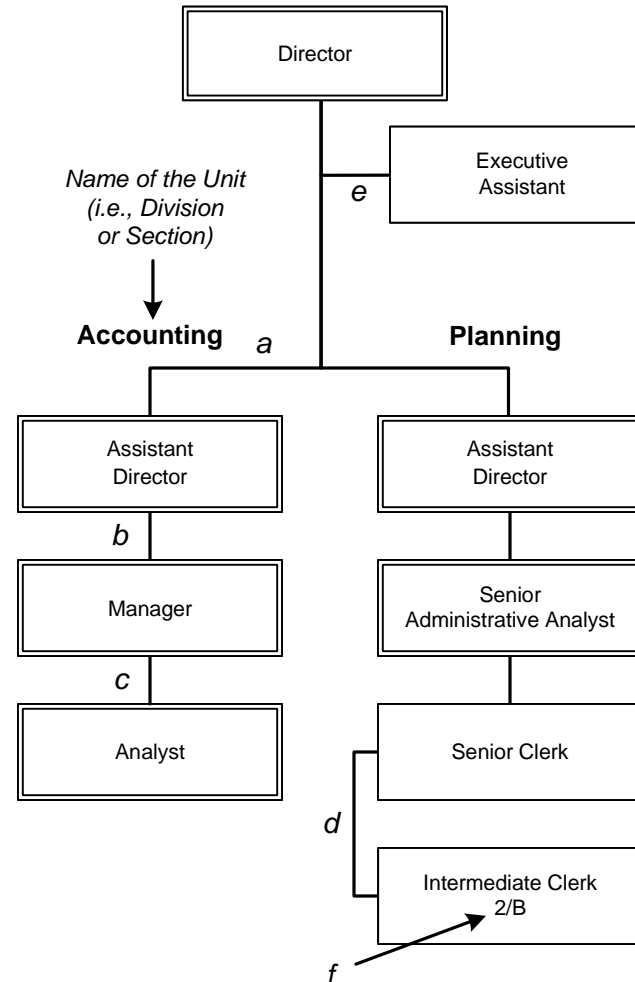
4. A position shown attached horizontally outside of the vertical hierarchy (see *letter e*) indicates a employee who falls outside of the normal chain of command. Positions such as this report to someone on a higher tier than other employees, but those employees do not report up to them (the Assistant 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(8)/B" would signify that 8 employees are budgeted at 3.8 FTEs and these employees are part of the Burbank City Employees' Association.

## Chart

```
                    ┌──────────┐
                    │ Director │
                    └────┬─────┘
                         │              ┌───────────┐
                         │    e         │ Executive │
                         │──────────────│ Assistant │
                         │              └───────────┘
   Name of the Unit      │
   (i.e., Division        
   or Section)  →         
                         │
   Accounting     a      │        Planning
        ┌────────────────┴────────────────┐
   ┌──────────┐                      ┌──────────┐
   │ Assistant│                      │ Assistant│
   │ Director │                      │ Director │
   └────┬─────┘                      └────┬─────┘
      b │                                 │
   ┌──────────┐                 ┌────────────────────┐
   │ Manager  │                 │ Senior             │
   └────┬─────┘                 │ Administrative     │
      c │                       │ Analyst            │
   ┌──────────┐                 └─────────┬──────────┘
   │ Analyst  │                 ┌────────────────────┐
   └──────────┘                 │ Senior Clerk       │
                            d │  └────────────────────┘
                              │  ┌────────────────────┐
                              │  │ Intermediate Clerk │
                           f→ │  │        2/B         │
                              └──└────────────────────┘
```

## 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