



# Weekly Management Report

## July 22, 2022

- 1. Minutes**      Police Commission Meeting  
on June 15, 2022  
**Police Department**
  
- 2. Memo**        Recruitment Report – End of June 2022  
**Management Services Department**







**June 15, 2022**

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Chair Chapman.

**CALL TO ORDER**

Present: Commissioners Chapman, Coomes, Elman, Hacobian, Lu, and Turner;  
Liaisons Frutos and Schultz

Also Present: Chief Albanese, Captain Cremins, Sergeant Fekety, Detective Peltier, Officer Haratonian, and Executive Assistant Nakamura

**FLAG SALUTE**

The flag salute was led by Commissioner Hacobian.

**COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

Commissioners reported out on events/meetings attended.

Commissioners Coomes, Elman, and Hacobian are participating in the current class of the Community Academy.

Commissioner Hacobian has been in meetings with West Coast Customs regarding the street racing PSA.

**FIRST PERIOD OF ORAL COMMUNICATIONS**

Appearing to speak to the Commissioners was Tamala Takahashi, who commented on non-police responses to mental health calls.

**RESPONSE TO ORAL COMMUNICATIONS**

Commission Members responded to public comment.

**APPROVAL OF MINUTES FROM MAY 18, 2022**

A motion was made by Commissioner Coomes, with a second by Commissioner Elman, to approve the minutes of the May 18, 2022, meeting. Approved by consensus.

**ITEMS OF BUSINESS**

- 1. Update, discussion, and recommendations, if any, on grant-funded Procedural Justice training (Why'd You Stop Me)**

Lieutenant Green provided a historical perspective on the genesis of the training. The Why'd You Stop Me training was developed by a non-profit organization run by a former law enforcement officer. In addition to training for all sworn personnel, a community dialog circle was conducted with citizens and officers, the first of three opportunities over the next few weeks to focus on relationship building and police/community concerns. The final discussion will be an opportunity to determine if opinions and perceptions may have changed and expand on further topics.

June 15, 2022

**Meeting of the Burbank Police Commission**

Page 2

**2. Discussion and recommendations for theme/topics for inclusion on the Police Commission calendar as a dashboard for annual follow up discussions.**

Commissioner Coomes made a motion, seconded by Commissioner Lu, to recommend topics for inclusion on the annual Commission calendar to focus preparation of discussions by the Commission and the Department (in addition to other topics that may be added through the formal agenda process). The monthly topics to be included are as follows:

July	School and Traffic Safety
August	City-Mandated training for Boards and Commissions
September 27	Joint meeting with the City Council (OIR report presentation)
October	Pedestrian safety
November	Domestic violence and Gang activity
December	(Dark meeting)
January	DUI Enforcement
February	Homeless engagement
March	Equity in hiring and advancement
April	Communications Center Week
May	Mental Health update
June	Year in review

Motion approved by consensus.

**3. General announcements by the Police Chief - brief announcements regarding upcoming events and/or items of note related to the police department**

7/19	Joint BUSD/Council meeting (with a police component)
7/26	City Council presentation by CDD, City Attorney and PD on gun stores in Burbank
8/17	City-mandated training (required of all Boards and Commissions)
9/27	Joint Police Commission/Council meeting (OIR report presentation)

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

A motion was made by Commissioner Lu, seconded by Commissioner Coomes for a presentation, discussion, and potential action on the BPD's training, procedures, and processes regarding school safety. Approved by consensus

Following a recommendation by Chief Albanese, a motion was made by Commissioner Coomes, seconded by Commissioner Hacobian, for a presentation and discussion on the Department's Wellness Program.

Commissioner Elman requested a follow up on traffic safety in consideration of the first anniversary of the Aug 3<sup>rd</sup> fatal accident on Glenoaks Boulevard.

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission will be Wednesday, July 20, 2022, at 1800 hours.

June 15, 2022

**Meeting of the Burbank Police Commission**

Page 3

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 1940 hours.

Africa Turner, Secretary  
Burbank Police Commission

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# MEMORANDUM



**MANAGEMENT  
SERVICES**



**DATE:** July 8, 2022

**TO:** Justin Hess, City Manager

**FROM:** Betsy McClinton, Management Services Director  
By: Rene Sanchez, Acting Human Resources Manager

**SUBJECT: RECRUITMENT REPORT – End of June 2022**

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## **Vacancies open to the public (number of vacancies) (18)**

*The Management Services Department (MS) is currently accepting applications from the public for these positions.*

Animal Control Officer	(7) Locker Room Attendant*
(5) Communications Operator	(10) Police Recruit or Police Officer Lateral*
(2) Electrical Engineering Associate I	Police Records Technician
(2) Electrical Engineering Associate II	(2) Senior Lifeguard*
Engineering Assistant/Traffic	(2) Water Service Planner
(9) Facility Attendant II (PT) (Temp)*	Workers' Comp Representative III (Temp)*
(2) Library Page (PT)	(4) Youth Employment Team Leader*
(6) Lifeguard*	(4) Youth Employment Junior Team Leader*
(8) Lifeguard-Instructor*	(4) Youth Services Worker (BEST)*

\*Continuous opening/open until filled

## **Vacancies open to City employees (number of vacancies) (3)**

*MS is currently accepting applications from City employees only for these positions.*

Electrical Supervisor  
Motor Sweeper Operator  
Senior Line Mechanic-G

## **Recruitment examinations in process (22)**

*MS is conducting an examination process for these positions. MS estimates it will complete the examination process by the date indicated and will provide a list of candidates eligible for hire to the hiring department.*

Administrative Analyst I (M) (MS) (Jul 2022)	Housing Assistant (Aug 2022)
Administrative Analyst I (M) (PR) (Jul 2022)	(2) Legal Assistant (Aug 2022)
Assistant Traffic Signal Technician (Jul 2022)	(10) Police Rec or Police Officer Lat (Aug 2022)
Cement Finisher (Jul 2022)	Power Supply Scheduler (Aug 2022)
(4) Communications Operator (Aug 2022)	(2) Property and Evidence Technician (Jul 2022)
Crime Analyst (Jul 2022)	(6) Recreation Leader (Jul 2022)
Cross Connection Control Specialist (Jul 2022)	Senior Property and Evidence Tech (Jul 2022)
(4) Crossing Guard (Jul 2022)	Senior Fleet Maintenance Technician (Jul 2022)
(8) Custodian (Jul 2022)	Senior Groundskeeper (Jul 2022)

Senior Library Assistant (Jul 2022)  
Social Services Program Supervisor (Jul 2022)

Technical Support Analyst I (Jul 2022)  
(2) Water Plant Operator (Jul 2022)

### **Recruitment examinations completed (45)**

*MS completed the examination process for these positions. MS gave names of candidates eligible for hire to the hiring department for their internal selection process (typically a final interview). MS is awaiting notice of selection.*

Account Clerk	(2) Locker Room Attendant
(3) Administrative Analyst I (M) (PD)	(2) Marketing Associate
Assistant City Attorney	(3) Parking Control Officer
Clerical Worker (PT) (CM)	Pipefitter Apprentice
Communications Operator (As-Needed)	(3) Police Cadet (PT)
Communications Technician Supervisor	(10) Police Recruit or Police Officer Lateral
(9) Custodian (BWP, PW - 8)	Principal Clerk (FD)
(3) Electrician Apprentice	Power Plant Maintenance Trainee
(9) Facility Attendant	Power Plant Operator Trainee
(5) Firefighter Lateral	(6) Recreation Leader
Fire Equipment Mechanic	Senior Electrician
Financial Accounting Manager – BWP (Temp)	Senior Engineering Technician
Fire Inspector II	Senior Planner
(2) Fleet Maintenance Tech (PW)	Senior Recreation Leader
Instrument Controls Technician)	(3) Senior Tree Trimmer
Jailer	Solid Waste Truck Operator
(5) Jailer (As-Needed)	Test Technician Apprentice
Junior Engineering Aide-BWP	Transportation Services Driver (PT)
Legal Secretary	(4) Tree Trimmer
(2) Library Assistant	Utility Worker (PT) (As-Needed) (PW)
(5) Lifeguard	(3) Work Trainee I (PR)
(14) Lifeguard-Instructor	Work Trainee I (Temp) (MS)
(5) Line Mechanic Apprentice	

### **Recruitments by outside recruitment firms (2)**

*The City sometimes uses outside firms for certain difficult-to-fill positions and also managerial and executive positions because outside firms have expertise in specific fields, use established networks of quality candidates, and proactively reach out to prospective candidates.*

Manager Energy Control Center  
Marketing Associate

### **Upcoming job openings (42)**

*MS received notice that these positions are vacant, and they will be open to accept applications soon.*

Assist General Manager-Cust Serv & Marketing	Fire Inspector I
Associate Transportation Planner	Food Services Aide
Building Administration Manager	(3) Groundskeeper Helper
Buyer I	Heavy Equipment Operator
Carpenter	Information System Analyst I
Civil Engineering Associate	Intermediate Clerk (CT)
Collection Systems Leadworker	Intermediate Clerk (PR)
Communications Technician Trainee	Laborer
Construction Inspector I	Lead Jailer
Custodial Supervisor (PW)	Librarian
(4) Customer Service Representative II	Manager Technology
Fire Battalion Chief	Parking Control Supervisor
Fire Engineer	(10) Police Recruit or Police Officer Lateral
(5) Firefighter Recruit	(2) Police Technician



Principal Civil Engineer  
Principal Clerk  
Real Estate & Project Manager  
Senior Accountant  
Senior Administrative Analyst (Z) (LS)  
(3) Senior Secretary (BWP)  
Senior Test Technician

Senior Utility Accounting Analyst  
Skilled Worker  
Transportation Operations Supervisor  
(3) Tree Trimmer Helper  
Veterinary Technician  
Welder (PW)  
Workers' Compensation Representative II

### **Recruitment Plan Update – Police Recruit/Police Officer**

There are currently ten Police Recruit/Police Officer vacancies. Last month there were seven Police Recruit/Police Officer vacancies. No candidates were hired this month and we received notice of three vacancies (Personnel Requisitions) this month. As indicated above, the recruitment for Police Recruit/Police Officer is open continuously. Physical agility examinations will continue to occur once a month, and our pace is to complete 12 this year.

Currently there are no candidates in the onboarding process and following are updates for Police Recruits attending police academies:

- Two Police Recruits are attending the Los Angeles Sherriff's Department (LASD) Academy. Anticipated graduation date is September 2022
- One Police Recruit is attending the Rio Hondo Police Academy. Anticipated graduation date is October 2022.

### **Recruitment Plan Update – Firefighter Recruit/Firefighter**

There are currently five Firefighter Recruit/Firefighter vacancies. MS staff is proctoring two recruitments in 2022. For the purposes of this report, they will be listed as Firefighter Lateral Recruitment 1 (FF1) and Firefighter Recruit Recruitment 2 (FF2).

#### Examination phase

- In FF1, the City is currently accepting applications for the position of Firefighter (Lateral). This application submittal period will be open continuously until all vacancies are filled.
  - Management Service held oral interviews on June 23<sup>rd</sup>. There were three candidates who appeared for oral interviews. Of those three candidates, two passed and were placed on an Employment List. The top two candidates participated in the departmental oral interview the week of July 11<sup>th</sup>.
- In FF2, the City opened Firefighter Recruit on July 15, 2022. The application submittal period ends on August 5, 2022.