

## EMPLOYMENT INFORMATION

**APPLICATION PROCESS:** You can submit an application at [www.burbankca.gov/jobs](http://www.burbankca.gov/jobs). Applications must be filled out completely and clearly show that the minimum qualifications are met. A resume is not accepted in lieu of an application. Separate applications must be submitted for each job classification.

Applicants should promptly notify Management Services of any change of address and/or phone number. If you have any questions regarding the application process or require assistance, contact Management Service Department (818) 238-5021.

**EXAMINATIONS:** Those applicants who appear to be among the best qualified will be selected for the examination. Examination scores determine standing on Eligibility Lists.

**TYPING CERTIFICATE REQUIREMENTS:** The Management Services Department requires that a certified typing certificate be submitted along with a City Employment Application for all positions that specify a typing test requirement prior to the final filing date listed on the job announcement. The certificate must be issued by an accredited school or agency and dated **no later than one year prior to the final filing date listed on the job announcement. Self-administered typing tests over the Internet will not be accepted. It is the responsibility of the applicant to ensure that certificates issued by any agency meet the requirements stated below.** You may obtain a valid typing certificate at the City of Burbank WorkForce Connection (phone: 818-238- 5021 or address: 141 North Glenoaks, Burbank CA 91502).

**The certificate must contain the following:**

- o Agency's official emblem or business card
- o Name of applicant
- o Number of net words per minute (gross words per minute accepted only if it shows total number of errors)
- o Date of certificate (dated no later than one year prior to the final filing date listed on the job announcement)
- o Signature of person certifying the certificate
- o Address and telephone number of agency

**RECRUITMENT EXAMINATION APPEALS:** The City of Burbank's Civil Service Rule XII, Section 3, sets forth the reasons that an applicant may appeal the results of a recruitment examination. Applicants may appeal a written examination only on the basis of a clerical or machine error, ambiguity, and/or a factual error. Applicants may appeal other parts of the recruitment examination only on the basis of mechanical errors in rating or scoring, fraud, prejudice, and/or unfair or unreasonable conduct of the examination. Appeals must be submitted in writing to the Management Services Director within five (5) working days after the notification (postmark date on the envelope for notification delivered by the United States Postal Service or date on the e-mail notification) and it must state the specific reason(s) for and the evidence supporting the appeal request. Any appeal that does not meet the requirements as described above will be denied. The appellant will be notified in writing of the decision regarding the appeal. For any additional questions regarding the appeals process, please contact Human Resources at (818) 238-5026.

**SELECTION:** An Eligibility List is established for each job classification and is normally valid for one year unless sooner exhausted or canceled. A vacancy is filled from among any one or more of the following procedures: **the top three available candidates on the appropriate list or the top three whole scores on the appropriate list.** Names non-selected after three certifications are removed from the Eligibility List. The City of Burbank reserves the right to discontinue a recruitment for any reason prior to the establishment of an Eligibility List. Established Eligibility Lists may or may not be used to fill vacancies at the discretion of the hiring department.

Contact Human Resources for any questions regarding certification.

**APPOINTMENT:** All employment offers are conditional based upon the successful completion of a medical examination (which will include a drug screening), police record check, reference and background checks. All new employees are required to take a loyalty oath.

**CITIZENSHIP:** United States citizenship is not required for most positions, however, non-citizen applicants must present proof of permission to work prior to employment. Application for citizenship at least one year to final date is required for sworn police/fire positions.

**PROBATIONARY PERIOD:** Employees serve a probationary period ranging from six (6) months to one (1) year. If performance is not satisfactory, an employee may be rejected without cause or recourse during the probationary period.

**EXEMPT POSITIONS:** Employees hired into Exempt positions do not have any property or vested right to their position and may be terminated at any time without cause or recourse.

**VETERANS' PREFERENCE:** Veterans' preference is given for service during certain periods of war or national emergency (dates are on file in Human Resources) on open examinations only. Qualified veterans, widows of veterans, and spouses of disabled veterans who pass the examination(s) are eligible. To claim preference, applicants must submit a copy of the DD214 or other acceptable proof of service **with their application.**

**EMERGENCY SERVICE:** All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster.

**EQUAL OPPORTUNITY:** For the purpose of clarification, discriminatory harassment shall be generally defined as derogatory comments regarding age, sex (including pregnancy, childbirth, or related medical conditions), race, color, religion, national origin, ancestry, citizenship status, uniformed service member status, marital status, sexual orientation, gender identification, genetic characteristics, medical condition, FMLA/CFRA eligibility, or any disability protected by state or federal law.

## EMPLOYEE BENEFITS

**FLEX BENEFIT PLAN:** The City provides a specific dollar amount to each employee, based on the employee's bargaining unit, to use

toward the purchase of a health plan, dental plan, life insurance, deferred compensation, and other related benefits.

**VACATION:** 0 - 4 years service: 2 weeks per year

5 - 14 years service: 3 weeks per year

15+ years service: 4 weeks per year

**SICK LEAVE:** 8 hours of sick leave per month.

**PERSONAL/ADMINISTRATIVE LEAVE:** Number of days depends on unit and option selected.

**HOLIDAYS:** 9 - 13.5 paid holidays depending on bargaining unit.

**RETIREMENT:** Public Employees' Retirement System (PERS). Employees who meet the PERS criteria become members upon employment. Depending upon bargaining unit, the City may contribute to the fund on behalf of the employee. For new members into PERS, the retirement formula is calculated at 2% @ 62 years of age for miscellaneous employees, 2.7% @ 57 years of age for safety employees (Police & Fire). Employees who are currently enrolled in PERS (prior to January 1, 2013) and current members of PERS who began employment with the City within six months of separating from another PERS agency or those individuals currently working in agencies with reciprocity, the retirement formula is calculated at 2.5% @ 55 years of age for miscellaneous employees, 3% @ 50 years of age for safety employees (Police), and 3% @ 55 years of age for safety employees (Fire). Employees in the PERS system are **not** covered by Social Security.

Contact Human Resources for any questions regarding retirement.

**MEDICARE:** All newly hired employees contribute a portion of gross salary for Medicare coverage as determined by Federal regulations.

**TUITION REIMBURSEMENT:** A tuition reimbursement plan is available to City employees.

**CREDIT UNION:** Offers systematic savings and loans at low interest.

*(Actual benefits will depend on bargaining unit and may differ from information listed).*

**NOTE:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.