

**LONG BEACH COMMUNITY COLLEGE
DISTRICT**

The Long Beach Community College (LBCCD) District was established in 1927 for the citizens of Long Beach and surrounding communities. The LBCCD has grown to be a leader among community colleges in the nation, with more than 26,000 students enrolled this year. The two campuses of the College are the Liberal Arts Campus and the Pacific Coast Campus.

The LBCCD is a community-oriented institution, committed to providing general and specialized educational opportunities for all students without regard to race, national origin, creed, sex or age.

MERIT SYSTEM DISTRICT

The Merit System was established at LBCCD in July of 1978, by act of the Classified Employees of the College, according to California Education Code §88000 - §88180. At LBCCD, excellence in the support of public education is the ultimate goal of the Merit System. Guiding this achievement are the following general principles:

- Hire and promote employees on the basis of ability, with open competition in initial appointment.
- Prevent appointments to positions based upon politics or personal favoritism.
- Ensure that employees doing like work are similarly classified and receive like pay.
- Provide fair and impartial personnel rules and consistency of administration of the rules.
- Assure fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, gender, age, or religious creed, and with proper regard for their privacy and constitutional rights as citizens.

- Impartial hearing of appeals from disciplinary actions.
- Career service employees are encouraged to remain with and to promote within the College in an effort to retain the services of qualified employees.

ADMINISTRATION OF THE MERIT SYSTEM

The Personnel Commission plays a critical role in the selection LBCCD's excellent classified staff. Working through its Director, the Commission has a threefold responsibility:

- To cooperate with the governing board and classified administrators in the quest for competent employees and good personnel administration;
- To represent the interests of the general public by providing a personnel system dedicated to hiring and retention of highly qualified/competent workers in the service of the jurisdiction, and
- To see that classified employees receive fair and equitable treatment.

The focus of the Personnel Commission for the 2011--2012 school year was to continue to broaden the recruiting methods using the new NeoGov online application process, continue the review and analysis of Personnel Commission Rules & Regulations, and to continue to enhance customer service to the classified employees of the LBCCD.

In focusing on recruitment and selection, we extend our wholehearted thanks to those many individuals who so generously gave their time and expertise to serve on interview panels. Their commitment to excellence truly is visible in the workforce of the Long Beach Community College District.

Annual Report of Recruitment Activities

- Academic Administrative Assistant
- Career & Technical Education Coordinator
- Child Development Center Manager
- Director of Institutional Research

Annual Report of Recruitment Activities (cont)

- Director, College Advancement, Public Affairs & Government Relations
- Director, Student Discipline & Student Life
- Director, Student Health & Student Life
- Director, Workforce Development
- Executive Assistant
- Financial Aid Advisor
- Financial Aid Specialist
- Financial Aid Supervisor
- Grant Assistant II, ERD
- Grant Assistant III, ERD
- Grounds Maintenance Worker
- Human Resources Specialist
- HVAC Mechanic
- Instructional Aide, Drafting
- Instructional Aide, Foods Laboratory
- Instructional Aide, Life Science
- Instructional Assistant (2)
- Instructional Laboratory Coordinator
- Lead Custodian (2)
- Matriculation Aid
- Multimedia Services Technician
- Nursing & Allied Health Lab Support Technician
- Planning Systems Analyst I
- Program Manager, Advanced Transportation & Security Technician
- Prop Technician
- Research Analyst I
- SBDC Associate Director
- SBDC Program Assistant
- SBDC Program Coordinator
- SBDC Senior Program Assistant
- Senior Administrative Assistant
- Simulation Hospital Laboratory Coordinator
- Special Event Assistant
- Sr. Multimedia Services Technician
- Student Life Coordinator
- Studio Laboratory Assistant

Recruitment Statistics

	<u>10-11</u>	<u>11-12</u>
Number of Recruitments	37	40
Number of Applicants	3,196	1,932
Applicants Tested	1,585	922
Applicants Interviewed	641	359
Applicants Eligible	438	203
Eligibility Lists Certified	27	40

The Personnel Commission has an online application process. Job seekers may apply for any open positions using links directly from LBCCD's website.

PERSONNEL COMMISSION MEMBERS

Personnel Commission members are appointed for three-year staggered terms – one member is appointed by the Governing Board, one member is appointed by the classified bargaining unit and the third member is appointed by the other two members.

Darwin Thorpe, our Chairperson, is the Representative Union's appointee to the Commission. He is a retired professor of Biology at Compton Community College, past member and President of the LBCC Personnel Commission and Board of Trustees, member and past President of the Personnel Commissioner's Association of Southern California and State Faculty Association of the California Community Colleges.

Richard Gaylord, our Vice-Chairperson, is the Board's appointee. Mr. Gaylord is a licensed real estate broker who has been active in both professional organizations and in community service. In addition to his current service, Mr. Gaylord has served as the Chair of both the Long Beach Civil Service Commission and the Long Beach Planning Commission, and as the Chairman of the State's Board of Behavioral Science Examiners. He served as the 2008 President of the National Association of Realtors.

Jeannine McManigal-Ball, our other member is the neutral appointee of the Board of Trustees and Classified Employee's Union. She graduated from Lakewood High School and Long Beach City College, before receiving her Bachelor's Degree from the University of Southern California and Master's Degree from CSULB. Ms. McManigal-Ball is a teacher at Los Alamitos High School.

STATEMENT OF ETHICS

We, members of the Long Beach Community College District Personnel Commission and Staff believe:

- We exercise our responsibilities within all applicable Federal and State Law.
- Equal opportunity should be provided to ALL and ALL shall be allowed to present their qualifications under a system of merit selection.
- Efficiency of the classified service begins with individual responsibility to a shared ethical and work-related commitment by all employees in the workplace.
- As leaders in support of the Merit System, we set the ethical tone by our personal conduct and our institutional leadership.
- Implicit in our support of the Merit System is our obligation to administer state and federal laws honestly in the mutual interest of the citizens, elected representatives, management, and employees.
- We should continue to seek, through state legislation and local policies, rules and processes which will further the interests of efficiency and fairness under the Merit System guidelines.
- We should conduct ourselves both on and off the job in such a manner as to create faith in the objectivity and impartiality of our decisions.

Personnel Commission Meetings

Regularly scheduled meetings of the Personnel Commission are at Long Beach City College. Agendas and minutes are posted to our website:

<http://commission.lbcc.edu/meetings.cfm>

The Personnel Commission website provides useful information, annual reports, meeting schedule, agendas, minutes, Rules and Regulations of the Classified Service and job openings.



LONG BEACH
CITY COLLEGE

2011 - 2012 Personnel Commission Annual Report

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