

**LONG BEACH COMMUNITY COLLEGE
DISTRICT**

MERIT SYSTEM DISTRICT

The Long Beach Community College District was established in 1927 for the citizens of Long Beach and surrounding communities. The college has grown to be a leader among community colleges in the nation, with more than 32,000 students enrolled last semester. The two major campuses of the college are the Liberal Arts Campus and the Pacific Coast Campus.

Long Beach Community College District 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.

The Personnel Commission plays a crucial role in the selection of Long Beach Community College District's excellent classified staff. The focus of the Personnel Commission for the 2003-04 school year was to complete the implementation of the classification study, continue to broaden the recruiting methods using the on-line application process, and to continue to enhance customer service to the classified employees of Long Beach City College.

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 boards. Their commitment to excellence truly is visible in the workforce of the Long Beach Community College District.

Annual Report of Activities

Examinations

- Accountant
- Accounting Assistant II
- Accounting Technician I
- Accounting Technician II
- Accounting Technician III
- Administrative Secretary
- Admissions & Records Assistant
- Admissions and Records Technician II
- Associate Director, Foundation
- Benefits Technician
- Buyer
- Career Development Technician
- Clerical Series (4)
- Communications Assistant I
- Custodian (2)
- Data Software Technician (2)
- Distance Learning Program Specialist
- DSPS Support Services Assistant
- Educational Technologist
- Financial Aid Specialist
- Gain/Grow Assessment Coordinator
- Grounds Maintenance Worker
- Human Resources Receptionist
- Instructional Aide, Writing & Reading
- Instructional Aide, Nutrition
- Instructional Aide, Foods Laboratory
- Instructional Aide, Foreign Language Lab
- Instructional Aide, Foster & Kinship (2)
- Instructional Aide, Life Science
- Instructional Assistant, Business
- Instructional Associate I
- Instructional Toolroom Maintenance Mechanic-Diesel
- Instructional Toolroom Maintenance Mechanic-Horticulture
- Instructional Toolroom Maintenance Mechanic-Welding
- Library Assistant
- Media Producer

Examinations Continued

Multimedia Equipment Technician		
Payroll Technician		
Publications Assistant		
Stage Technician		
Theater Production Assistant		
Vehicle and Small Equipment Mechanic		
Vehicle Attendant		
	<u>02-03</u>	<u>03-04</u>
Number of Recruitments	38	49
Number of Applicants	2,847	2,808
Applicants Tested	1,645	1,472
Applicants Interviewed	482	714
Applicants Eligible	380	562
Eligibility List Certified	31	48

The Personnel Commission has successfully implemented an online application process. Job seekers may apply for any open positions using links directly from LBCCD's website. During this reporting period, 74% of LBCCD's applicants have chosen this method to submit their application.

**PERSONNEL COMMISSION
MEMBERS**

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

Bruce McManus, our current Chairperson, is the Representative Union's appointee to the Commission. Mr. McManus is an attorney who practices primarily in the area of business defense litigation, and has served as a past president of the California School Employees' Association at Compton Community College.

Richard Gaylord, our current 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 the Long Beach Civil Service Commission, and as the Chairman of the State's Board of Behavioral Science Examiners.

Nancy Carlin, our other member, is the Commission's joint appointee. She is an attorney who has practiced employment law for over 20 years in both the public and private sectors. Ms. Carlin currently practices in Signal Hill.

MERIT PRINCIPLES

- Hire and promote employees on the basis of ability, with open competition in initial appointment.
- Remove appointments to positions from the political arena or personal favoritism.
- Ensure that employees doing like work are similarly classified and receive like pay.
- Provides 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.

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.
- That public education service is the noblest of all services; that stewardship is one of public trust; and we shall endeavor to perform our duties in a manner to bring honor and credit to education.
- Excellence in the support of public education is the ultimate goal of the Merit System.

- 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 act in accordance with the best interests of sound personnel management; we should refrain from partisanship and from pressure brought on by special interest groups; and we shall uphold the public interest as opposed to individual, private, or group interest.

- 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 held the first and third Monday of each month.

Agendas and minutes are posted to our website:

<http://commission.lbcc.edu>

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

LONG BEACH COMMUNITY COLLEGE DISTRICT



2003 – 2004

Personnel Commission Annual Report

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www.lbcc.edu

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