

**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 2004-05 school year was to develop a process for periodic reclassification, competitively select a consultant for this project, 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**

Academic Administrative Secretary  
Accounting Technician I  
Administrative Secretary-Personnel Commission  
Bilingual Counselor Assistant  
Board Secretary  
CalWorks Childcare Resources Specialist  
Child Development Associate Specialist  
Clerical Series (2)  
College Information Assistant  
Custodial Supervisor  
Data Software Technician  
Deputy Director, Buildings & Grounds  
Director –PeopleSoft Development & Maintenance  
Director, Risk Services  
Director, Superintendent-President's Office  
Distance Learning Program Specialist  
DSPS Support Services Assistant  
DSPS Technical Assistant  
EOPS Program Specialist  
Executive Secretary  
Financial Aid Specialist (2)  
Fiscal Operations System Analyst  
Grounds Maintenance Worker  
Human Resources Assistant  
Human Resources Receptionist  
Human Resources Specialist  
Instructional Aide, Nutrition  
Instructional Assistant, Learning Resources  
Instructional Assistant-ESL  
Instructional Equipment Technician  
Job Development Manager  
Lead Library Technician  
Library Assistant  
Library Technician II  
Manager, Support Services  
Nurse  
Parking Services Technician  
PeopleSoft Database & Systems Administrator  
Photography Lab Technician

Plant Manager (2)  
**Examinations Continued**  
Project Manager, Facilities (2)  
Research Analyst (2)  
Secretary  
Senior Clerk-Superintendent-President's Office  
Special Program Assistant-Economic Development  
Special Program Manager-Foster Care  
Special Program Technician-Economic Development  
Special Programs Coordinator – Nutrition  
Temporary Office Worker  
User Support Network Coordinator  
Warehouse Logistics Supervisor

	<u>03-04</u>	<u>04-05</u>
Number of Recruitments	49	61
Number of Applicants	2,808	2,430
Applicants Tested	1,472	1,711
Applicants Interviewed	714	803
Applicants Eligible	562	647
Eligibility List Certified	48	54

***The Personnel Commission has an online application process. Job seekers may apply for any open positions using links directly from LBCCD's website. During this reporting period, 59% 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.

***Richard Gaylord***, our current 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 Vice Chairperson, 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.

**Bruce McManus**, our other member 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.

### **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**



**2004– 2005**

## **Personnel Commission Annual Report**

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[www.lbcc.edu](http://www.lbcc.edu)

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