

**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 29,000 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 2008-2009 school year was to attend local job fairs to recruit diverse applicants, continue to broaden the recruiting methods using the online application process, begin 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 boards. Their commitment to excellence truly is visible in the workforce of the Long Beach Community College District.

**Annual Report of Recruitment Activities**

- Accountant
- Accounting Technician I
- Administrative Assistant
- Admissions & Records Technician I
- Aquatics Facilities Technician
- Assessment Services Manager
- Athletic Eligibility Sr. Administrative Assistant

- Benefits Technician
- Business Systems Analyst III (3)
- Business Systems Analyst IV
- CalWorks Program Manager
- Contracts Technician
- Director, Fiscal Services
- DSPS Technical Assistant
- Fleet Services Worker
- Grounds Maintenance Worker
- Human Resources Specialist
- HVAC Mechanic
- Instructional Aid, Architectural & Mechanical Drafting & Design
- Instructional Aide, Student Success
- Instructional Lab Coordinator
- Instructional Lab Support Technician
- Matriculation Aide
- Matriculation Program Assistant
- Multimedia Services Technician
- Office Assistant
- Outreach & Recruitment Specialist
- Payroll Technician
- Program Director, SBDC
- Records Specialist
- Recreational Sports & Wellness Specialist
- Research Systems Analyst I
- Senior Accountant
- Senior Accounting Technician
- Senior Administrative Assistant
- Senior Office Assistant
- Skilled Maintenance Worker
- Student Leadership Advisor
- Supplemental Instruction Program Coordinator
- Switchboard Operator
- Technical Support Specialist
- Workforce Development Coordinator

**Recruitment Statistics**

	<u>07-08</u>	<u>08-09</u>
Number of Recruitments	75	54
Number of Applicants	4,091	3,588
Applicants Tested	1,646	1,709
Applicants Interviewed	556	767
Applicants Eligible	544	528
Eligibility Lists Certified	62	52

**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, 87% 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 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

# 2008 - 2009 Personnel Commission Annual Report

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