

## 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.

**Jeannine McManigal-Ball**, our Chairperson, is appointed jointly by the appointee of the Board of Trustees and the appointee of the Classified Employee's bargaining unit. She graduated from Lakewood High School and Long Beach City College. She received her Bachelor's Degree from the University of Southern California and Master's Degree from California State University, Long Beach. Ms. McManigal-Ball is a teacher at Los Alamitos High School.

**Jacqueline Wilvers**, our Vice Chairperson, is the appointee of the classified employee bargaining unit. She has worked in education for 26 years in community college and K-12 public education. Commissioner Wilvers was a classified employee at Long Beach City College for 16 years and served as a union officer for many of those years. She attended Long Beach City College as a student, and received undergraduate and graduate degrees from California State University, Long Beach. She is a grant writer and fund-raising consultant.

**Richard Gaylord**, the third member of the Commission, is the appointee of the Board of Trustees. 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. He served as the Chairman of the State's Board of Behavioral Science Examiners. Mr. Gaylord also served as the 2008 President of the National Association of Realtors.



## 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 laws.
- 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, in addition to Job Openings.



**LONG BEACH  
CITY COLLEGE**

# 2013 - 2014 Personnel Commission Annual Report

4901 East Carson Street  
Long Beach, CA 90808  
[www.lbcc.edu](http://www.lbcc.edu)

24 Hour Job Line: (562) 938-4050  
Fax: (562) 938-4364

**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 ensure consistent 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 of 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 2013-2014 school year was to continue to broaden the recruiting methods using the 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**

Accounting Supervisor  
Accounting Technician I  
Accounting Technician II  
Administrative Assistant  
Associate Director, Grant Development  
Athletic Coordinator  
Auditorium Technical Coordinator  
Business Systems Analyst II (2)

CAED Research Analyst  
Certified Athletic Coordinator  
Child Care Assistant (2)  
Child Development Center Teacher  
Communications & College Advancement Project Asst.  
Custodial Supervisor I  
Custodian (2)  
Deputy Director, Finance and Accounting  
Deputy Director, Purchasing & Contracts (2)  
Director, Academic Services  
Director, Global Trade & Logistics  
Educational Research Analyst  
Enrollment Specialist  
ERD Education Program Coordinator  
Fitness Center Assistant  
Grant Assistant II  
Human Resources Business Systems Analyst  
Instructional Aide, Student Success Center  
Instructional Assistant, Language Arts  
Library Assistant  
Matriculation Aide  
Multimedia Services Technician  
Outreach Assistant  
Parking Services Coordinator  
Performing Arts Production Technician  
Senior Administrative Assistant  
Skilled Maintenance Worker  
Sound Engineering Technician  
Student Conduct Specialist  
Student Life Coordinator  
Student Success Grant Coordinator  
Student Support Services Aide  
Traditional & Digital Photography Instructional Assoc.

**Recruitment Statistics**

	<u>12-13</u>	<u>13-14</u>
Number of Recruitments	40	45
Number of Applicants	2,346	3,016
Applicants Tested	1,114	2,090
Applicants Interviewed	389	646
Applicants Eligible	223	333
Eligibility Lists Certified	39	44

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