



LONG BEACH  
CITY COLLEGE



2020-2021

**PERSONNEL  
COMMISSION**  
ANNUAL REPORT  
LONG BEACH CITY COLLEGE

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# Long Beach City College Mission

Long Beach City College is committed to providing equitable student learning and achievement, academic excellence, and workforce development by delivering high quality educational programs and support services to our diverse communities.

## Values

### Purposeful

The College provides students clear pathways and support to attain their career and educational goals.

### Focused

The College embraces a long-term commitment to innovative student success.

### Nurturing

The College provides an environment in which students, faculty, and staff build relationships that are understanding and supportive.

### Connected

The College is recognized as integral to an inclusive, vibrant, and prosperous local, regional, and global community.

### Respectful

The College values and celebrates the exemplary contributions of faculty, staff, and its community partners in supporting students.

## 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 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 Annual Budget

Annual Financial and Budget Report Fiscal Year 2020-2021			
Expenditure by Object	2018-2019 Actual*	2019-2020 Actual or Estimated*	2020-2021 Budget*
2000 Classified Salaries			
Commission Members	3,450	3,400	4,400
Director	64,613	85,930	71,263
Secretaries, Clerks	102,114	265,225	268,311
Others	129,457	0	5,100
3000 Employee Benefits	102,636	139,061	191,286
<b>Subtotal</b>	<b>402,270</b>	<b>493,616</b>	<b>540,333</b>
4000 Supplies and Equipment Replacement	6,442	9,700	21,050
5000 Operating Expenses	18,667	48,967	65,950
6000 Equipment	0	0	11,325
Subtotal	25,109	58,667	98,325
Appropriation for Contingencies			
<b>Total Expenditures</b>	<b>427,379</b>	<b>552,283</b>	<b>638,658</b>

# Personnel Commissioners



## **Jeannine McManigal-Ball – Chairperson**

Ms. Jeannine McManigal-Ball is the Commissioners' appointee of the Board of Trustees and Classified Employees Union. She graduated from Long Beach City College before receiving her Bachelor's Degree from the University of Southern California, a Master's Degree from Cal State Long Beach, and an Administrative Credential from the University of California at Irvine. She is recently retired from Los Alamitos High School, after 35 years in education, and has been an active union member throughout. In 2018, she was honored as Orange County Outstanding Arts Educator.



## **Jeffrey Kellogg – Vice Chairperson**

Mr. Jeff Kellogg is the Classified Employees' appointee. He has professionally specialized in Educational and Facility Master Planning and State Reporting and Accreditation Compliance for California community college districts over the past fifteen years. Born and raised in Long Beach, and, following his days as a student at LBCC, he attended the University of Oregon, earning his Bachelors of Science Degree. As former Vice Major, Long Beach City Council member, Long Beach City College Trustee, and LBCC Alumni Hall of Fame inductee, Mr. Kellogg remains an active member of the Long Beach community.



## **Robyn Gordon-Peterson – Member**

Ms. Robyn Gordon-Peterson is the Board of Trustees appointee. She graduated from Long Beach Poly High School and received her bachelor's degree from Webster University and a master's degree from Cal State Dominguez Hills. She retired from Long Beach Transit after 25 years of service as the company's Chief Operating Officer. She is active in the community currently serving as Board Chair, Long Beach Day Nursery, VP of Giving Circles, Long Beach City College Foundation Board of Governors, VP of Foundation's Helping the Homeless Committee, and a member of Rotary serving on the Service Committee. She lives in Long Beach with her husband, a Long Beach City College graduate, and two daughters along with two Guinea pigs.

# Executive Directors, Classified Human Resources



**Jennifer Ramos – *Interim Executive Director,  
Classified Human Resources***

Jennifer Ramos has served as the Interim Executive Director, Classified Human Resources at Long Beach City College since late January 2020. She manages employment programs and all aspects of human resources for LBCC's classified professionals that include recruitment, selection, employment, classification and compensation, employee and labor relations in Ms. Chretien Shook's absence.

Prior to joining Long Beach City College, Jennifer worked for 13 years in the field of human resources. She worked for multiple merit system school districts in the Personnel Commission. She has enjoyed learning about the District's organizational structure for classified employee groups and partnering with departments to continue the Classified Service through the COVID-19 pandemic.



**Caroline Chretien – *Executive Director,  
Classified Human Resources***

Caroline Chretien is the Executive Director, Classified Human Resources at Long Beach City College. She worked in the field of human resources prior to emigrating from the French territory of New Caledonia to the United States in 2008. Preceding her appointment to Executive Director, Classified Human Resources, in August 2019, Ms. Chretien was the Interim Executive Director for LBCC since July 2018, and worked in the LBCC human resources department in various capacities since 2015.

Caroline is passionate about LBCC, its employees, and the community we serve and has always been a proponent of diversity, equity, and inclusion. Her experience and background help her best serve and support the diverse Long Beach community in a purposeful, respectful, and kind manner.

# A 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 on 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 on 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.

## Dual Hat District

### **Personnel Commission Serves:**

4 Vice President areas  
410 Job Classifications  
Approximately 540 Active Classified Employees

### **Employee Groups:**

Classified bargaining unit employees represented by AFT  
Classified confidential employees  
Classified managers and supervisors  
Classified administrators

### **PC/HR Functions:**

Pre and Post Employment Processing  
Recruitments  
Classification and Compensation  
Training and Development  
Employee Relations  
Leave Administration

# Administering The Merit System

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

- To cooperate with the governing board and administrators in the quest for competent employees and best practices in personnel administration;
- To represent the interests of the general public by providing a personnel system dedicated to hiring and retaining 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 2020-2021 school year was to strategically assess high priority recruitments to start the hiring process as quickly as possible enabling early entry into the market, continue the comprehensive classification and compensation study, strengthen professional development efforts including inclusivity initiatives and improvements, redevelop and streamline the onboarding and new hire orientation process, and to continue to enhance customer service.

We are grateful for the expertise of these subject matter experts and extend our gratitude to the many individuals who so generously gave their time to serve as raters. Commitment to excellence truly is visible in the workforce of the Long Beach Community College District.

## Personnel Commission Organizational Chart





# Annual Report of Recruitment Activities

The recruitment life-cycle requires coordination and customer service. Our Human Resources Specialists confer with hiring authorities, determines recruitment strategies, develops and coordinates mentor outreach and recruitment programs, selects publications for advertising; prepares, reviews, distributes job announcements, advertisements and other recruiting materials; supervises and oversees application screening; determines examination pass points; approves/disqualifies applicants with convictions in accordance with California Education Code and Penal Code; ensures interview questions comply with equal employment opportunity regulations and the job classification; directs the creation of hiring lists and prepares statistical reports; processes appeals and protests regarding test results from applicants.

1. Academic Administrative Assistant
2. Accountant
3. Administrative Assistant
4. Benefits Technician
5. Business Systems Analyst II
6. Buyer
7. Child Care Assistant (2)
8. Child Development Center Program Assistant
9. Construction Project Manager
10. Curriculum Schedule Technician
11. Custodian (5)
12. Deputy Director, Finance and Accounting
13. Deputy Director, Purchasing and Contracts
14. Instructional Lab Coordinator
15. Director, Financial Aid
16. DSPS Technical Assistant
17. Facilities Maintenance Supervisor
18. Financial Aid Specialist
19. Functional Lead Analyst
20. Graphic Design Specialist
21. Human Resources Manager (2)
22. Human Resources Specialist (2)
23. Instructional Aide, Fashion
24. Instructional Aide, Writing Success Center
25. Manager Environmental Health & Safety
26. Media Producer
27. Network Administrator
28. Outreach and Recruitment Specialist
29. Reprographics & Mail Assistant
30. Research Analyst
31. Risk Services Coordinator
32. Schedule Specialist
33. Science Lab Equipment Technician
34. Senior Accountant
35. Senior Accounting Technician
36. Senior Multimedia Services Technician
37. Senior Office Assistant
38. Student Activities Advisor
39. Vocational Instructional Technician – Automotive Technology
40. Warehouse Logistics Manager
41. Web Content Electronic Media Coordinator

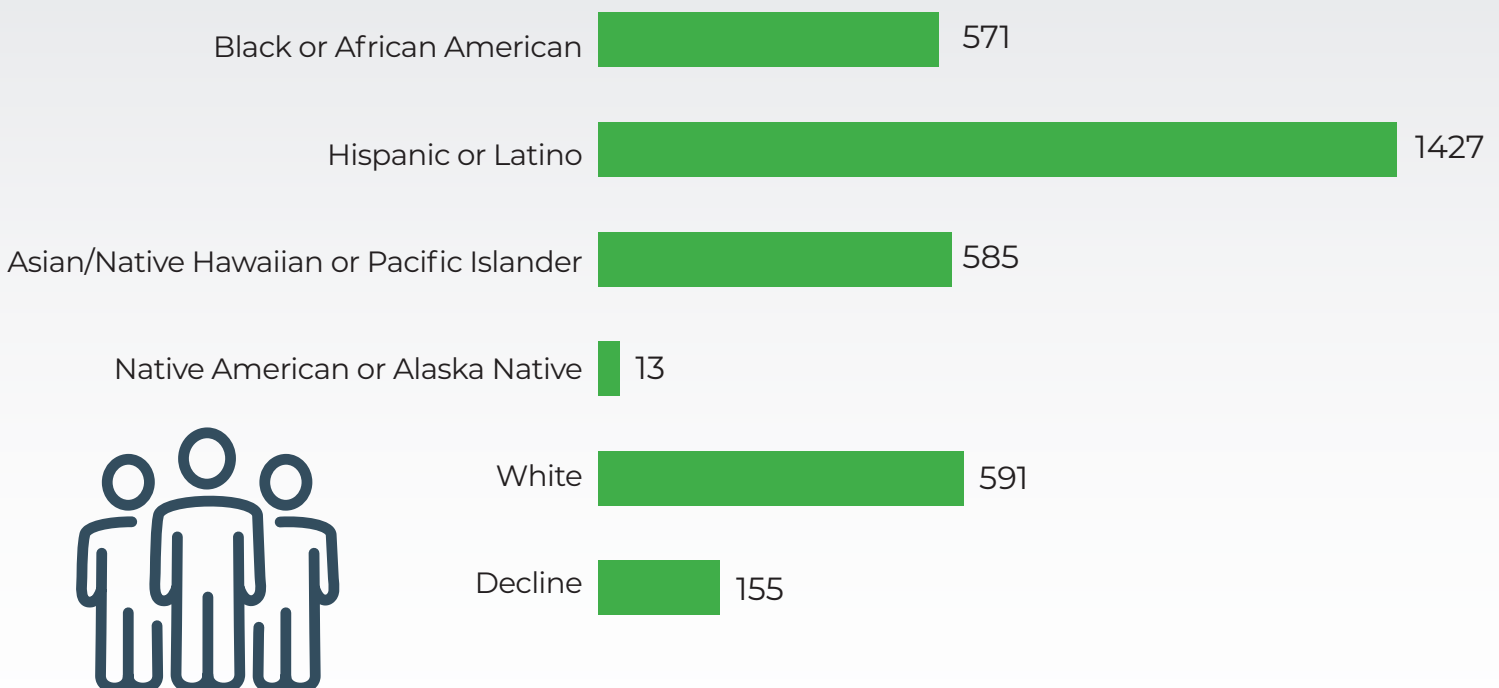
# Recruitment Stats

## 2020 – 2021

As of July 2020, we began to add structure to the remote recruitment process to further reduce interview biases, thereby increasing diversity & inclusion.

- Added standardized rating criteria to the 1-5 point scale used in oral panel interviews, specifically, definitions and rating guidelines
  - Exceptional (5), Strong (4), Moderate (2-3), and limited (1 or below)
- Added competency modeling to recruitment efforts
  - Use competencies in job bulletins under ideal candidate profile
  - Use competency definitions to develop test parts with hiring managers and increase content validity
  - List competencies before each interview question so that rater panel knows what to measure in each question
- Conduct in-depth rater briefings (i.e. read questions aloud and provide examples of ideal candidate profile to raters)
- Conduct in-depth debriefings to ensure rating consistency across interviewers and rating panels
- Concerted efforts to have rating panels consist of diverse backgrounds (e.g., Director Student Conduct and Student Life had 8 raters balanced genders, races, ages, and levels within the organization)
- Developing checklists and templates for enhanced standardization

## Applicant Ethnicity



# Classified Diversity & Employee Demographics

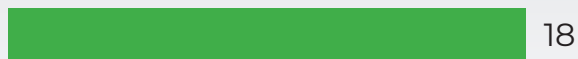
CLASSIFIED STAFF DIVERSITY - DEMOGRAPHICS					
	2016/17	2017/18	2018/19	2019/20	2020/21
Black or African American	14.37%	16.00%	17.00%	17.95%	19.38%
Hispanic or Latino	26.45%	27.00%	27.00%	28.18%	28.75%
Asian/ Native Hawaiian or Pacific Islander	17.70%	18.00%	18.00%	17.75%	17.08%
Native American or Alaska Native	1.87%	2.00%	2.00%	1.88%	1.88%
White	39.58w%	37.00%	35.00%	34.24%	32.92%
Total Ethnic Diversity	60.42%	63.00%	65.00%	65.76%	67.08%
Number of Current Classified	<b>480</b>	<b>499</b>	<b>472</b>	<b>479</b>	<b>480</b>

MANAGEMENT TEAM DIVERSITY - DEMOGRAPHICS (Includes Academic and Classified)					
	2016/17	2017/18	2018/19	2019/20	2020/21
Black or African American	12.00%	13.00%	16.00%	15.64%	14.18%
Hispanic or Latino	17.00%	18.00%	19.00%	23.13%	22.7%
Asian/ Native Hawaiian or Pacific Islander	19.00%	16.00%	16.00%	17.01%	18.44%
Native American or Alaska Native	0.00%	0.00%	0.00%	0.00%	0.00%
White	52.00%	53.00%	49.00%	44.22%	44.68%
Total Ethnic Diversity	48.00%	47.00%	51%	55.78%	55.32%
Number of Current Management	<b>131</b>	<b>148</b>	<b>127</b>	<b>147</b>	<b>141</b>

## New Hire Ethnicity



Black or African American



18

Hispanic or Latino



21

Asian/Native Hawaiian or Pacific Islander



7

White



4

# 2021 California Community Colleges Classified Employee of the Year Award

**Linda Olmos**  
Enrollment Specialist,  
Student Support Services Program



The Board of Governors of the California Community Colleges annually honors classified employees who demonstrate a high level of commitment and professionalism. Our 2021 Long Beach City College and The California Community Colleges Classified Employee of the Year is Linda Olmos, Enrollment Specialist, Student Support Services.

As a specialist in the Student Equity Office, Linda plays an instrumental role in the Long Beach City College Justice Scholars Program for the formerly incarcerated and students impacted by the criminal justice system. She also initiated a partnership with OC RESPITE to provide professional development opportunities, free of cost, to college staff and faculty on the importance of creating trauma-informed environments.

Linda also created “Chisme in the Kitchen,” a virtual cooking demonstration that shows students how to make healthy meals from the groceries they receive through the College’s Grab-N-Go food pantry. She demonstrates leadership and commitment aligned with the essential needs of many of Long Beach City College’s most impacted student populations. Each year, campus leadership selects a colleague to receive this honor for the College and their name is forwarded to the Board of Governors for the state selection process.

Classified professionals from Contra Costa College, Irvine Valley College, Los Angeles Valley College and Yuba College were also honored with the 2021 Classified Employee of the Year Award by the California Community Colleges Board of Governors at its May 24 meeting. This is the second year in a row that an LBCC Classified Professional has been selected for this honor.

# Professional Development



## **Classified New Employee Orientation**

The New Employee Orientation program is designed to provide a comprehensive introduction into Long Beach City College with the purpose of providing information and resources to support staff and student success. The orientation has been revamped to increase employee engagement, build professional relationships between colleagues, and increase retention. All while being 100% remote due to the pandemic.



## **Annual Classified Luncheon**

Our annual luncheon was put on hold due to the pandemic, in collaboration with the communications department, a special video was created to send a thank you to staff from [Personnel Commissioners](#) and shared during Classified Employee Week in May 2021.



## **Classified Professional Development Day**

For the 2020-2021 academic year, the District held a successful Classified Professional Development Day with a keynote speaker and breakout sessions virtually. Human Resources was excited to provide classified employees with the opportunity to learn new skills on how to leverage technology and keep a healthy mindset while working remote.



CLASSIFIED  
**SERVICE**  
RECOGNITION

**35 Years**

Kevin Kearney

**30 Years**

Sem Chao  
Vicki Lerch

**25 Years**

Deborah Boyle  
Laura Compian  
Ronald Estacio  
David Mendoza  
Anthony Napolillo  
Marcia Nystrom  
Arne Nystrom

**20 Years**

Dara Alvarez  
Daniel Blincoe  
Carey Brooks  
Shirley Brown  
Julie Chao  
Carl Garner  
Leslie Heber  
Oscar Santoscoy  
Markesha Taylor  
Lizbeth Zuniga

**15 Years**

Kenton Chong  
James Fitzgerald  
Daniel Gilpatrick

**15 Years (continued)**

Felicia Martin  
Keishon Martin  
Susana Mendez  
Michael Morgan  
Judith Quilaton  
Alejandro Rodriguez  
Sulicarina Serrano  
Brian Skieff  
Michael Smith  
Trelton Spencer  
Bunseth Thip  
Paul Tianpiboonsiri  
Dawn Truesdelle  
James Welton

**10 Years**

Steve Boede  
Andrew Fuenmayor  
Ted Hiatt  
Jonah Lopez  
Linh Perlas  
Curtis Preuss  
Laura Rantala  
Whitney Shanklin

**5 Years**

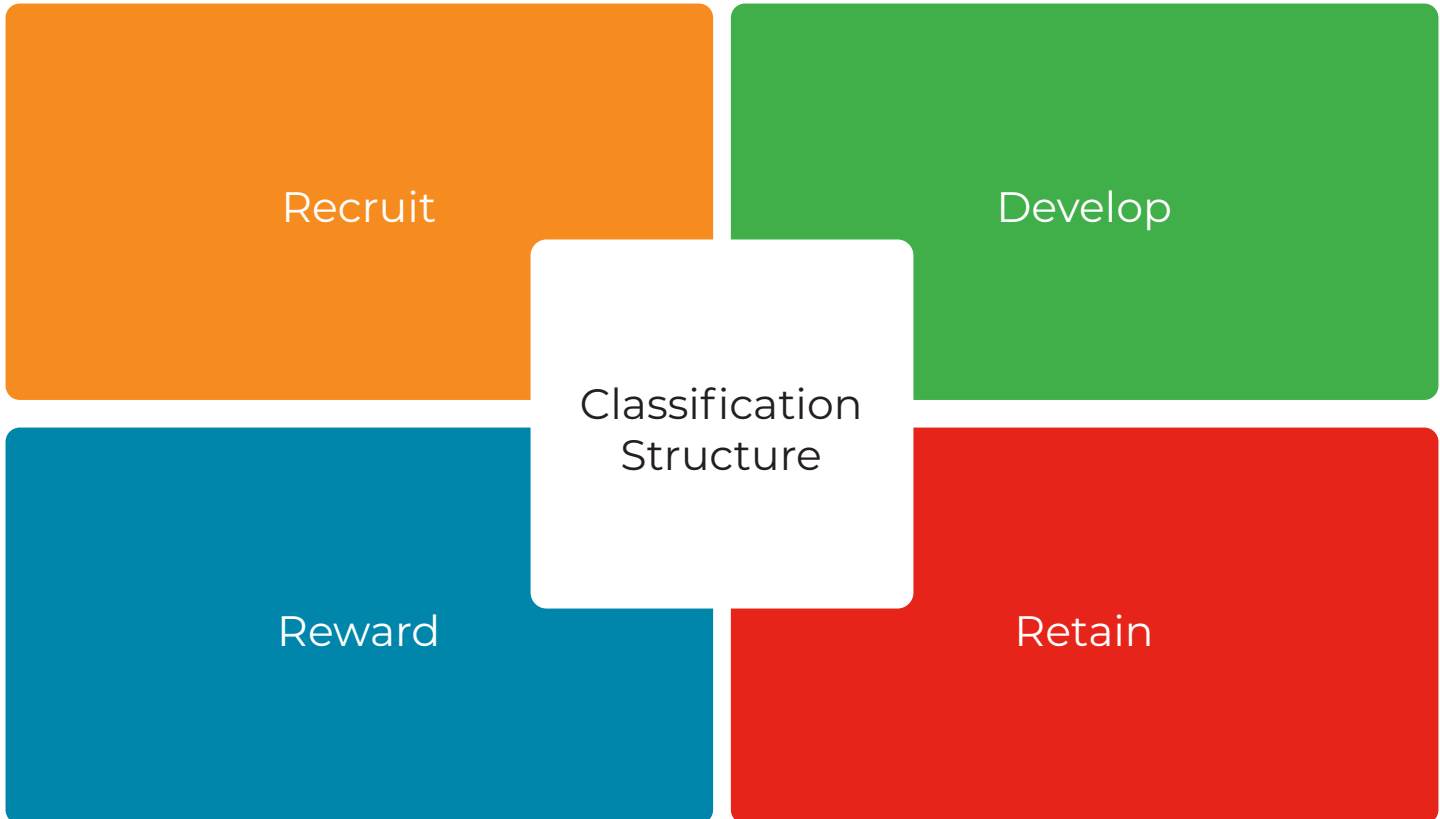
Maria Andrade-Hernandez  
Laila Barada  
Robert Carman  
Derrick Denton  
Johanna Fackeldey

**5 Years (continued)**

Devin Fisher  
Salomon Flores  
Valeria Gomez  
Fabiola Guerrero  
Paul Hong  
Tiffaney Huynh  
Megann Jenkins  
Lafreida Johnson  
Adrienne Kibler  
Valentina Leslie  
Marilu Miranda  
Ryan Moore  
Kimberly Nepomuceno  
Patrick Nye  
Linda Olmos  
Karen Parviainen  
Sharon Peterson  
Wendy Porter-Coste  
Sherri Price  
Brenda Ramos  
Meggan Rau  
Jodie Rivas  
Diego Rosales  
Daniel Rosenfeld  
Susan Salazar  
Sarah Saucedo  
Sarah Simon  
Steven Skille  
Sota Sunleng  
Jun Ren Tang  
Lesley Washington  
Mohammed Wright

# Classification Study

The Personnel Commission team has been dedicated to the ongoing classification study for classified staff. The team distributed over 400 results notices to classified employees and managers and developed a three-tiered appeal process in partnership with AFT. The goal is to create a classification structure that allows LBCC to recruit, develop, retain, and reward employees.



# Personnel Commission

## Meeting Dates

### 2020 - 2021

DAY	DATE	LOCATION	CAMPUS
Monday	January 11, 2021	Via Zoom	Via Zoom
Monday	January 25, 2021	Via Zoom	Via Zoom
Monday	February 8, 2021	Via Zoom	Via Zoom
Monday	February 22, 2021	Via Zoom	Via Zoom
Monday	March 8, 2021	Via Zoom	Via Zoom
Monday	March 22, 2021	Via Zoom	Via Zoom
Monday	April 5, 2021	Via Zoom	Via Zoom
Monday	April 19, 2021	Via Zoom	Via Zoom
Monday	May 3, 2021	Via Zoom	Via Zoom
Monday	May 17, 2021	Via Zoom	Via Zoom
Monday	June 7, 2021	Via Zoom	Via Zoom
Monday	June 21, 2021	Via Zoom	Via Zoom
Monday	July 12, 2021	Via Zoom	Via Zoom
Monday	July 19, 2021	Via Zoom	Via Zoom
Monday	August 2, 2021	Via Zoom	Via Zoom
Monday	August 16, 2021	Via Zoom	Via Zoom
Monday	September 13, 2021	Via Zoom	Via Zoom
Monday	September 27, 2021	Via Zoom	Via Zoom
Monday	October 11, 2021	Via Zoom	Via Zoom
Monday	October 25, 2021	Via Zoom	Via Zoom
Monday	November 8, 2021	Via Zoom	Via Zoom
Monday	November 22, 2021	Via Zoom	Via Zoom
Monday	December 6, 2021	Via Zoom	Via Zoom

## Contact Us

Human Resources and the Personnel Commission are located in the T Building at the Liberal Arts Campus.

### Liberal Arts Campus

4901 East Carson Street, Long Beach, CA. 90808

### Pacific Coast Campus

1305 East Pacific Coast Highway, Long Beach, CA. 90806  
Phone: (562) 938-4372

[www.lbcc.edu/human-resources](http://www.lbcc.edu/human-resources)  
[www.lbcc.edu/personnel-commission](http://www.lbcc.edu/personnel-commission)