

**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 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 2009-2010 school year was to continue to broaden the recruiting methods using the new 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

Business Process Support Supervisor
 Child Development Center Associate Teacher
 Child Development Center Teacher
 Custodial Supervisor I
 Custodial Supervisor II
 Custodian
 Director, Institutional Resource Development
 Environmental Program Manager
 Equipment Technician
 Executive Assistant
 Financial Aid Accounting Technician
 Grant Assistant III, ERD (2)
 Grant Assistant II, ERD
 Grants Accounting Technician
 Grounds & Transportation Supervisor
 Instructional Aide, Foods Lab
 Instructional Assistant
 International Student Program Manager
 International Trade Program Manager
 Job Development Manager
 Library Media Technician
 Locker Room Attendant
 SBDC Associate Director
 SBDC Client Supervisor
 SBDC Marketing & Events Coordinator
 Workforce Development Program Specialist

Recruitment Statistics

	<u>08-09</u>	<u>09-10</u>
Number of Recruitments	54	30
Number of Applicants	3,588	1,934
Applicants Tested	1,709	915
Applicants Interviewed	767	419
Applicants Eligible	528	277
Eligibility Lists Certified	52	28

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, 86% 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.

Richard Gaylord is the Board of Trustees' 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, the Long Beach Planning Commission, and the state's Board of Behavioral Science Examiners. He served as the 2008 President of the National Association of Realtors.

Jeannine McManigal-Ball is the Board of Trustees' and Classified Employees Union's appointee. Ms. McManigal-Ball 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 Cal State University Long Beach. She is currently a teacher at Los Alamitos High School.

Darwin Thorpe is the Classified Employee Union's appointee. Mr. Thorpe is a retired professor of Biology at Compton Community College. He has served as past President of the Long Beach Community College District's Board of Trustees and Personnel Commission, Personnel Commissioner's Association of Southern California, and State Faculty Association of the California Community Colleges.

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 Website

The Personnel Commission website provides meeting schedules, agendas, minutes, annual reports, rules and regulations, and current job openings.

<http://commission.lbcc.edu/meetings.cfm>



LONG BEACH
CITY COLLEGE

2009 - 2010 Personnel Commission Annual Report

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