



# **B** LONG BEACH CITY COLLEGE

## PERSONNEL COMMISSION ANNUAL REPORT 2014 - 2015

*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 24,739 students enrolled in Spring 2015. 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.*

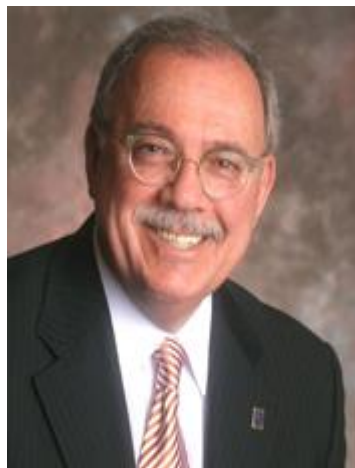
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## PERSONNEL COMMISSION MEMBERS

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**

Our 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.



**JACQUELINE WILVERS**

Our Vice Chairperson is the Representative Union's appointee to the Commission. She has worked in education for 26 years in the Community College and K-12 Public School Systems, as well as in Private 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 she received undergraduate and graduate degrees from California State University, Long Beach. She is a grant writer and fund-raising consultant.



**JEANNINE MCMANIGAL-BALL**

Our other member is the joint 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.

### **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.

## 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.

## 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 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.

# 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 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 2014-2015 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 gratitude to the 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 2014-15

Academic Administrative Assistant	Director, Classified Human Resources
Accounting Technician I	Director, College Advancement, Public Affairs & Governmental Relations
Accounting Technician II	Director, Institutional Research
Administrative Assistant	Director, Student Health Services and Student Life
Administrative Assistant	Disability Support Services Specialist
Administrative Support (Limited Term Assignment Pool)	Electrician
Administrative Support Specialist	Financial Aid Advisor
Admission & Records Technician I	Financial Aid Specialist
American Language & Cultural Institute Coordinator	Grant Assistant III
Applications Development Analyst V	Grounds and Transportation Supervisor
Associate Director, Public Relations & Marketing	Help Desk Support Specialist
Auditorium Technical Coordinator	Human Resources Manager - Classified
Business Client Supervisor	Instructional Aide, Student Success Center
Business Systems Analyst IV	Instructional Laboratory Coordinator
Career and Technical Education Coordinator	Lead Cashier
Cashier	Matriculation Aide
Child Care Assistant	Operations Manager
Child Care Assistant (Limited Term Assignment Pool)	Performance Accompanist
Child Development Center Associate Teacher	Records Specialist
Child Development Center Teacher	Research Analyst I
Custodian	SBDC Regional Director
Deputy Director, Operations and Maintenance	Science Laboratory Equipment Technician
Deputy Director, Planning and Construction	Senior Accounting Technician
Director Global Trade & Logistics	Senior Administrative Assistant

Senior Administrative Assistant, HR/Personnel  
 Commission  
 Senior Office Assistant  
 Senior PeopleSoft Database Administration  
 (DBA)/Systems Manager  
 Skilled Maintenance Worker  
 Student Success Grant Coordinator  
 Technical Support Specialist

Temporary Accountant Position  
 Temporary Office Assistant  
 Tutorial & Supplemental Instruction Program  
 Coordinator  
 Workforce Development Training Coordinator  
 Workforce Development Training Manager

### Recruitment Statistics

	13-14	14-15
Number of Recruitments	45	61
Number of Applicants	3,016	4,527
Applicants Tested	2,090	1803
Applicants Interviewed	646	733
Applicants Eligible	333	420
Eligibility Lists Certified	44	59
Number of Applicants Hired	91	92

## EMPLOYEE LONGEVITY CONTRIBUTION 2014-2015

### 30 YEARS

Johnny Compian      Jonathan Eckman      Roy Rubio

### 25 Years

Mary Aja	Aaron Culpepper	Steven Hall	Patricia Hicks	Deborah Keckeisen
Corinne Magdaleno	Margaret Miller	Malcolm Phillips Jr.	Linda Roseth	Normand Saumure
Deatrice Shernell-Banks	Oscar Trejo	Ronald Vos	Thomas Vu	

### 20 Years

Jose Aguero	Luz Aguero	Lisbeth Alvarez	Mark Guidas	Ruth MacCullen
Cindi Nguyen	Robert Remeta	Tauasosi Satele		

### 15 Years

Peter Alarcon	Fabiola Archila	Paulo Azevedo	Albert Barnum	Rosemary Brinker
Sean Carroll	Dario De Santiago Jr.	Susana Duran	Pedro Garcia	Cheryl Glover
Thomas Hamilton	Brian Hastie	Thai Ly	Stephanie Lyles	Refugio Mora Rios
Elizabeth Morales	Tai Nguyen	Stanley Rivers	Cecilia Sadler	Tina Scruggs
Wendy Slater	Deborah Sweet-Kelly	Michelle Whitfield	Cheryl Williams	Hilda Yursitis

### 10 Years

Martha Alvarado	Jason Avila	Colleen Barber	Julie Braden	Jaimarie Cruz
Catherine Doles	Andrius Dorfman	Neil France	Claudia Garcia	Jackie Hann
Ricardo Harris	Jessica LeGault	April McGlothan	Anthony Pearson	M'Shelle Reece
Stacey Robinson	Joy Rodrigues	Veronica Rodriguez	Mae Sakamoto	Cynthia Shaheen
Thomas Sherwood Jr.	Diane Uyehara			

### 5 Years

Cesar Arellanes	Komal Bandyopadhyay	Michael Birong	Ellen Campbell	Alexander Castro
Michael Daniel	Jay Fama	Alfred Garcia	Robert Ha	Patricia A. Hicks
John Jones	Elena Keefe	Amy Smith	Caroline Woysner	