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2021-2022
PERSONNEL COMMISSION
Annual Report

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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 2021-2022			
Expenditure by Object	2019-2020 Actual	2020-2021 Actual or Estimated	2021-2022 Budget
2000 Classified Salaries			
Commission Members	\$ 3,250	\$ 4,400	\$ 4,400
Director	82,661	71,263	72,660
Secretaries, Clerks	194,838	268,311	288,510
Other	0	5,100	0
3000 Employee Benefits	129,518	191,286	200,690
Subtotal	410,267	540,333	566,260
4000 Supplies and Equipment Replacement	822	21,050	21,050
5000 Operating Expenses	15,843	65,950	65,950
6000 Equipment	0	11,325	11,325
Subtotal	16,665	98,325	98,325
Appropriation for Contingencies			
Total Expenditures	\$ 426,932	\$ 638,658	\$ 664,585

Personnel Commissioners

Jeffrey Kellogg – Chairperson



Mr. Jeff Kellogg is the Classified Employees' appointee. His professional background and experience cover the entire process related to the planning, funding, and construction of facilities at K-12 and community college districts in California. 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 – Vice Chairperson



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 Member, 4Girls Organization, Honorary Board Member, Long Beach Day Nursery, Board Member, Precious Lamb Preschool, Member, Long Beach City College Foundation, Member, Alpha Kappa Alpha Sorority, Member, NAACP, and Board Member of the Rotary Club. She lives in Long Beach with her husband, a Long Beach City College graduate, and two daughters along with two Guinea pigs.

Jeannine McManigal-Ball – Member



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.

The Merit System at Long Beach City College

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 based on ability, with open competition in the 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 Reporting Structure

The Executive Director, Classified Human Resources, reports to the Personnel Commission as well as the Human Resources Administration. This dual reporting structure ensures the pre- and post-employment functions for all Classified employees are effective and efficient. Both the Personnel Commission and Human Resources Administration work in tandem for seamless services to Classified job seekers, applicants, and employees.

Personnel Commission Serves:

- 5 VP areas
- 29 Departments
- 382 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

Personnel Commission/Human Resources Functions for all the Classified Staff:

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

Administering The Merit System

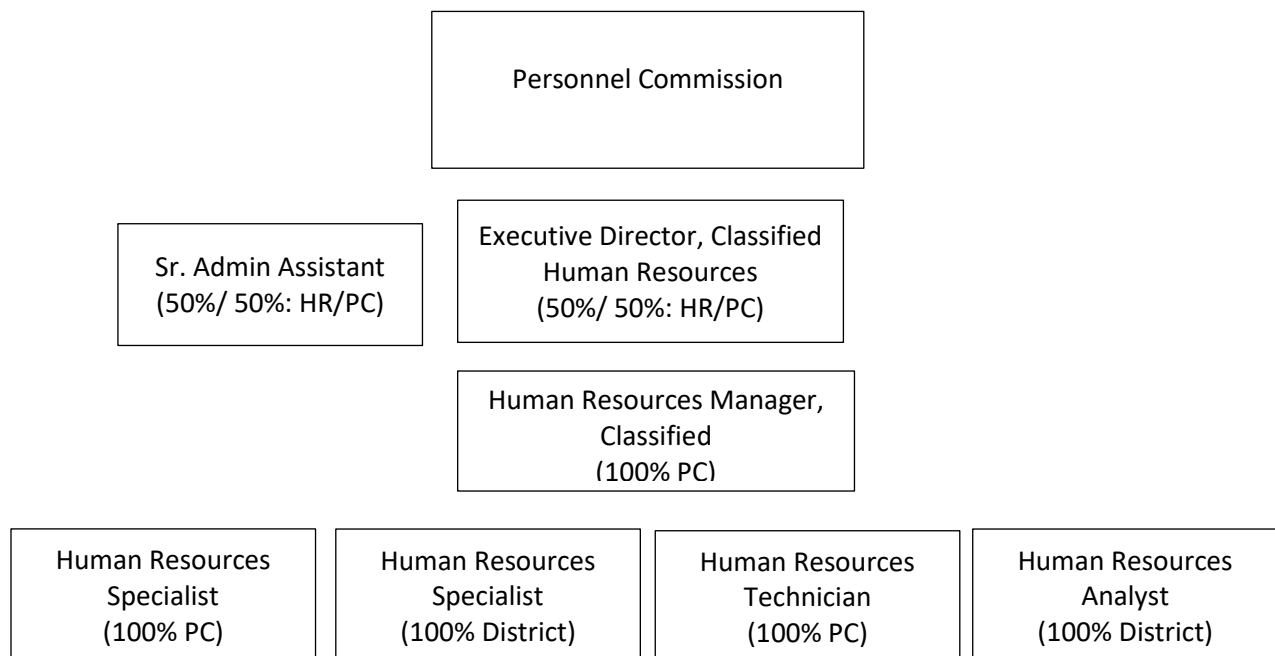
The Personnel Commission plays a critical role in the selection of LBCCD's excellent classified staff. Working through its Executive Director, the Commission has a threefold responsibility:

- 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 2021-2022 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 lifecycle requires coordination and customer service. Our Personnel Commission Staff confers with hiring authorities, determines recruitment strategies, develops and coordinates mentor outreach and recruitment programs, selects publications for advertising; prepares, reviews, and distributes job announcements, and other recruiting materials; supervises and oversees application screening; determines examination pass points; ensures interview questions comply with equal employment opportunity regulations and the job classification; directs the creation of hiring lists and prepares statistical reports; and processes appeals and protests regarding test results from applicants. All recruitment activities are in accordance with the Merit rules, California Education Code, and the Penal Code.

1. Accounting Supervisor
2. Accounting Technician I (3)
3. Administrative Assistant
4. Administrative Assistant for CTE Grants
5. Administrative Support Specialist
6. Admission & Records Technician I (2)
7. Admission & Records Technician II
8. Applications Development Analyst IV (4)
9. Athletic Coordinator
10. Athletic Field Maintenance Worker (2)
11. Benefits Technician
12. Board Secretary
13. Carpenter
14. Cashier
15. Categorical Program Manager
16. Child Care Assistant (5)
17. Child Development Center Associate Teacher
18. Child Development Center Program Assistant
19. Contracts Technician
20. Custodian (2)
21. Deputy Director, Purchasing & Contracts
22. Director, Applications Development and Support
23. Director, Network Services
24. Director, Student Conduct and Student Life
25. Disability Support Services Specialist
26. Educational Technologist II
27. Electrician
28. Enrollment Services Supervisor (2)
29. Enrollment Specialist
30. EOPS Office Assistant
31. EOPS Program Specialist
32. EOPS/CalWORKs Office Assistant
33. Executive Director, Information Systems and Technology
34. Financial Aid Accounting Technician
35. Financial Aid Advisor

Recruitment Activities (continued)

36. Grounds Maintenance Worker (2)
37. Help Desk Support Specialist
38. Human Resources Analyst (2)
39. Human Resources and Payroll Assistant
40. Human Resources Manager
41. Human Resources Specialist
42. Human Resources Technician
43. Instructional Aide, Student Success Center (C2C)
44. Instructional Aide, Student Success Center (MDS)
45. Instructional Assistant, Architecture
46. Instructional Lab Coordinator
47. Instructional Lab Support Assistant (2)
48. Job Development Coordinator
49. Lead Custodian
50. Life Science Laboratory Specialist
51. LTE Human Resources Specialist
52. LTE Vocational Instruction Technician – Horticulture
53. Mail & Reprographic Services Manager
54. Manager, Art Gallery and Exhibits
55. Manager, Facilities Services and Grounds
56. Manager, Multimedia Services
57. Manager, Online Learning Program
58. Matriculation Aide
59. Outreach and Recruitment Specialist
60. Parking Services Coordinator
61. Payroll and Benefits Manager
62. Payroll Technician
63. Performing Arts Production Technician
64. Plumber (2)
65. Records Specialist Research Analyst
66. Scholarship Assistant (Administrative Assistant)
67. Senior Accountant
68. Senior Accounting Technician
69. Senior Administrative Assistant – Human Resources/Personnel Commission
70. Senior Executive Assistant, Governing Board
71. Senior Office Assistant
72. Senior Office Assistant (EOPS/Foster Youth Services)
73. Senior Planning Analyst
74. Skilled Maintenance Worker
75. Special Event Assistant
76. Student Learning Outcomes Analyst (2)
77. Student Life Coordinator (Basic Needs)
78. Student Support Services Aide
79. Student Technology Help Desk Manager
80. Supervisor, Grounds and Transportation
81. Technical Support Specialist
82. Tutorial & Supplemental Instruction Program Coordinator
83. Vice President, Business Services
84. Vocational Instructional Technician – Construction Technology
85. Vocational Instructional Technician, Electric
86. Web Content & Electronic Media Coordinator (2)

Recruitment Statistics

2021-2022

During the 2021-2022 fiscal year, 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
 - Utilized competencies in job bulletins under ideal candidate profile
 - Utilized competency definitions to develop test parts with hiring managers and increase content validity
 - Listed competencies before each interview question so that the rater panel knew what to measure in each question
- Conducted in-depth rater briefings (i.e. read questions aloud and provide examples of ideal candidate profiles to raters)
- Conducted in-depth debriefings to ensure rating consistency across interviewers and rating panels
- Concerted efforts to select oral panel grading members with diverse backgrounds.
- Developing checklists and templates for enhanced standardization

Applicant by Ethnicity	
Black or African American	654
Hispanic or Latino	1684
Asian/Native Hawaiian or Pacific Islander	526
Native American or Alaska Native	10
White	669
Decline	255

Classified Diversity & Employee Demographics

Classified Staff Diversity - Demographics					
	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
Black or African American	16.00%	17.00%	17.95%	19.38%	18.77%
Hispanic or Latino	27.00%	27.00%	28.18%	28.75%	33.55%
Asian/Native Hawaiian or Pacific Islander	18.00%	18.00%	17.75%	17.08%	16.78%
Native American or Alaska Native	2.00%	2.00%	1.88%	1.88%	1.98%
White	37.00%	35.00%	34.24%	32.92%	28.92%
Total Ethnic Diversity	63.00%	65.00%	65.76%	67.08%	71.38%
Number of Current Classified	499	472	479	480	453

Management Team Diversity - Demographics					
	2017/18	2018/19	2019/20	2020/21	2021/22
Black or African American	13.00%	16.00%	15.64%	14.18%	14.73%
Hispanic or Latino	18.00%	19.00%	23.13%	22.7%	26.36%
Asian/Native Hawaiian or Pacific Islander	16.00%	16.00%	17.01%	18.44%	20.16%
Native American or Alaska Native	0.00%	0.00%	0.00%	0.00%	0.00%
White	53.00%	49.00%	44.22%	44.68%	38.75%
Total Ethnic Diversity	47.00%	51%	55.78%	55.32%	61.25%
Number of Current Classified	148	127	147	141	129

New Hire Ethnicity	
Black or African American	14
Hispanic or Latino	55
Asian/Native Hawaiian or Pacific Islander	17
White	16

2022 California Community Colleges Classified Employee of the Year Award



Dario De Santiago
Senior Multimedia
Services Technician

The Board of Governors of the California Community Colleges annually honors classified employees who demonstrate a high level of commitment and professionalism. Our 2022 Long Beach City College and The California Community Colleges Classified Employee of the Year is Dario De Santiago, Senior Multimedia Services Technician.

From the start of the COVID-19 pandemic and the shift from in-person learning to full-remote, on-line classrooms, Dario De Santiago has been working behind the scenes to help ensure students have the ability to continue learning even when they did not have access to on-campus lab environments. As a member of Long Beach City College's Academic Computing and Multimedia Services team, Dario helped design, implement, and test virtual desktop interface (VDI) environments that gave students access to powerful virtual systems using a web browser. Now students without access to high-end personal computers can still access the same systems available in computer labs from devices such as Chrome book laptops or tablets.

Dario also helped develop the virtual processes to continue our Board meetings while maintaining compliance with the Brown Act. He performed the duties of host and producer of LBCC's Board of Trustees and Personnel Commission meetings, often working late into the evening to ensure all of the remotely located participants were able to attend without issues.

Classified professionals from Contra Costa College, Irvine Valley College, Los Angeles Valley College, and Yuba College were also honored with the 2022 Classified Employee of the Year Award by the California Community Colleges Board of Governors at its May 23 meeting.

Professional Development

Classified New Employee Orientation



The New Employee Orientation program is designed to provide a comprehensive introduction to 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 Classified Luncheon, hosted by the Personnel Commissioners, was held in the Horticulture Garden on the PCC campus. It was a beautiful May day and it was so nice to gather in person again. A wonderful afternoon was had by all during our celebration of Classified School Employee Week 2022.

Classified Professional Development Day



During the 2021-2022 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 remotely.

Classified Service Recognition

The Personnel Commission wishes to recognize those Classified employees who achieved service milestones to the Long Beach Community College District.

35 years

Nancy Miyao-Moore

25 years

Marlin Stevens
Mary Olsen Bell
Kathryn Each

20 years

Sandra Cleveland
Kelly Garcia
Cydny Leon
Mich Touch

15 years

Elizabeth Andrade
Arleatha Brooks
Donna Coats
Daniel Curtis
Monica DeAnda
Diana Galarza
Kristy Lutz
Khanh Ly
Camille Mize-Bolton
Mark Neal
Griselda Padilla
Marianne Palacios
Arturo Ramirez
Robert Rapoza
Chelsea Seang
Kimberly Slany
Benjamin Sweet

10 years

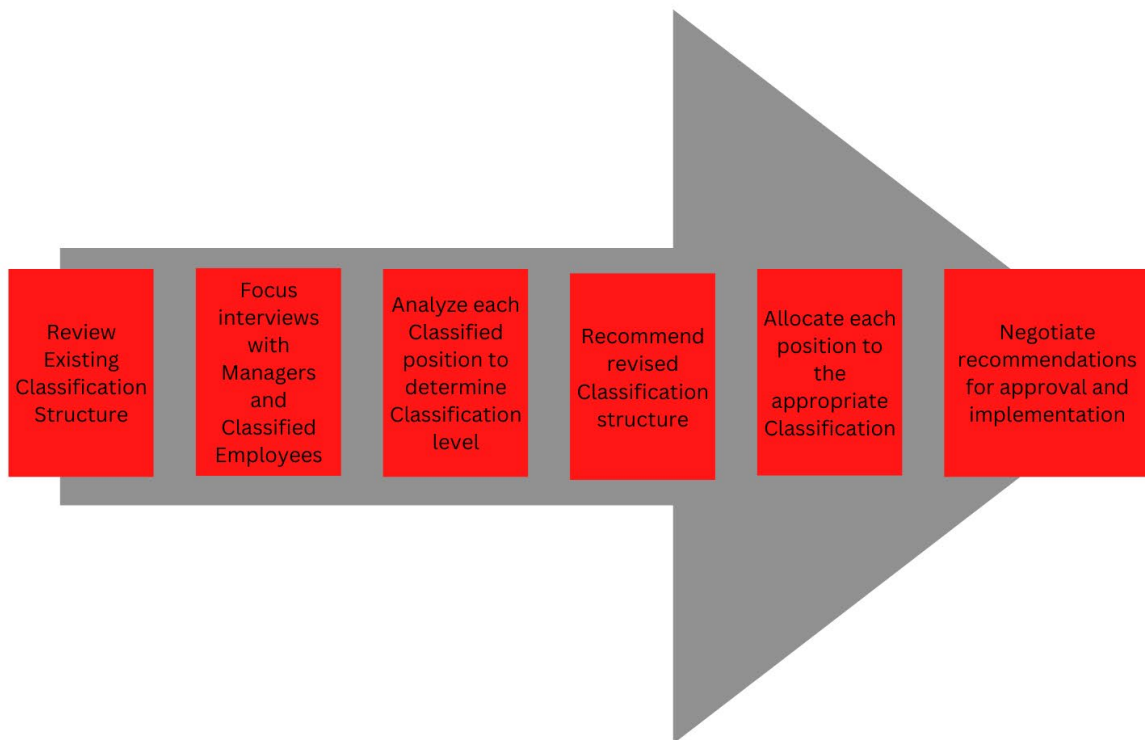
Lesclarce Alejandrino
Michelle Ary
Shyra Compton
Sean Cully
Angelica Hernandez
Kathleen Mais
Roberta Maroney
Sandra Sanchez Rueda
Christopher Viola

5 years

Joana Barron
Amy Bigelow
Stephanie Bonales
Kristen Brady
Allan Buhain
Thomas Butler
Mark Carlos
Leticia Covarrubias
Sten Ensberg
Tanairi Flores
Grace Galvez
Faith Gobeli
James Harris
Brenda Herrera
Jae Hwang
Valinda Intarattana
Shonda Jones
Marina Krasner
Brooke Leflore
Timothy Lyon
Lauren McAnelly
Sharon McMahan
Rio Medina
Michelle Motley
Jessie Parker
Bradley Pollak
Noshin Razzaghi
Alexis Redmond
Luis Roa
Isaac Ruelas
Ramel Santiel
Becca Shewmake
Brian Shields
Joanna Smith
Preston Smith
Lauren Stergens
Mark Stuart
Starla Thomas
Tedde Titus
Craig Wicks
Sylmar Williams

Overview of Classification Study

Classification Study Process



Contact Us

The Human Resources and Personnel Commission office is located in the T Building at the Liberal Arts Campus.

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<https://www.lbcc.edu/human-resources>
www.lbcc.edu/Personnel-Commission