



LONG BEACH
CITY COLLEGE



Personnel
Commission
**ANNUAL
REPORT**
2023-2024



Personnel Commission Office
Human Resources Department
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Classified Employee of the Year,
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A Message from our Chair and Executive Director

Greetings,

We are pleased to present the LBCC Personnel Commission's 2023-2024 Annual Report.

This past year, we were able to achieve numerous accomplishments with the support of our dedicated staff. We reached several key milestones, including hosting an appreciation luncheon to honor our outstanding classified professionals, implementing the classification and compensation study results for classified employees, enhancing our annual report, streamlining the out-of-class process, abolishing obsolete classifications, and establishing an annual review process. We also established a process to ensure consistency in advanced salary placement requests, strategically assessed high-priority recruitments to expedite hiring, and successfully filled the critical Personnel Commission's office vacancies of Human Resources Manager, Specialist, and Technician.

These accomplishments are a testament to our dedicated team and our commitment to transparency, consistency, service, and

excellence. The support and contributions of various stakeholders—including the Board of Trustees, District representatives, the LBCCE/AFT/AFL-CIO union, volunteers, the Personnel Commission and Human Resources team members—were instrumental in achieving these milestones.

Looking ahead to the 2024-2025 academic year, the Personnel Commission will focus on streamlining the classified recruitment process to ensure efficiency, equity, and consistent hiring practices. We will also collaborate with Human Resources and stakeholders to update the seniority list(s) and prioritize the revision of outdated chapter(s) of the Personnel Commission Rules and Regulations.

As we continue to advance Personnel Commission initiatives aligned with our merit system mission and principles, we extend our heartfelt thanks to everyone involved in these successful initiatives and activities. Your meaningful contributions have been invaluable.

Our future is bright, thanks to your continued support.

Sincerely,

Jeannine McManigal-Ball
Chair of the Personnel Commission
Caroline Chretien
Executive Director,
Classified Human Resources



Jeannine McManigal-Ball

Caroline Chretien

Chair of the
Personnel
Commission

Executive Director
Classified
Human Resources

MISSION

Long Beach City College is committed to empowering our students to become active, ethical participants in their learning, as well as in the democratic structures that give them voice and agency in shaping their society and world.

In an environment that is caring, supportive, and inclusive, LBCC promotes equitable learning and educational achievement by delivering innovative, high-quality degree programs, certificate programs, holistic support services, and leading-edge workforce preparation for our diverse communities.

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.

VALUES

Teaching and Learning

Academic Excellence, Equitable Student Learning and Success, Connectivity

Diversity, Equity, Inclusion, and Accessibility

Anti-racism and Social Justice, Diversity, Equity, Inclusion, Culture of Care

Collaboration and Community

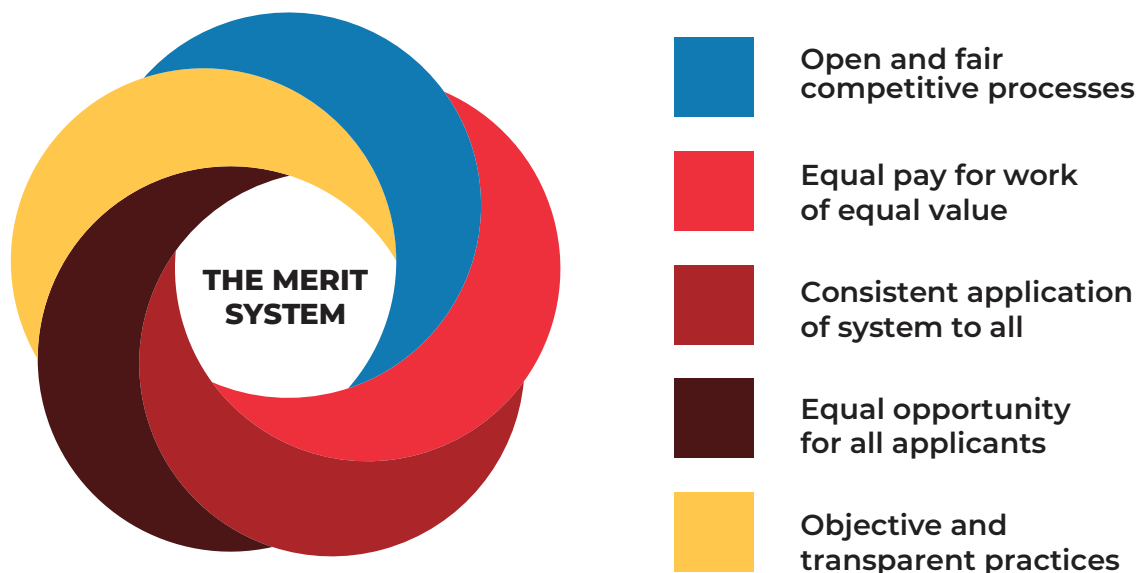
Participatory Governance, Community Partnerships, Workforce Development

Creative Leadership and Exploration

Innovation, Sustainability, Global Citizenship

The Merit System at LBCC

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 LBCC, excellence in the support of public education is the ultimate goal of the Merit System.



Administering the Merit System

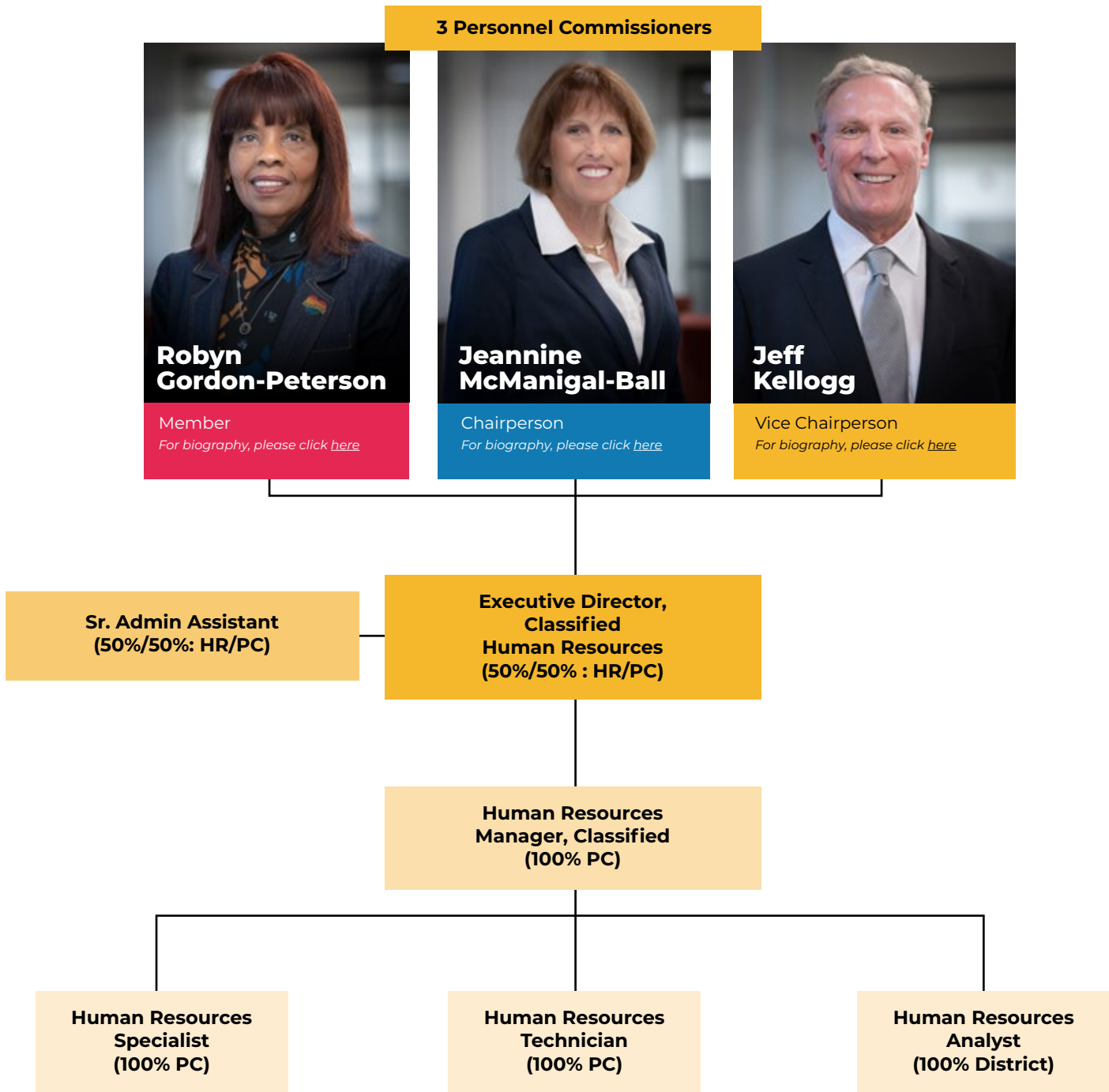
The Personnel Commission plays a critical role in the selection of LBCC's excellent classified staff. Working through its Executive Director, the Commission has a threefold responsibility:

- 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 2023-24 academic year was to implement the classification and compensation study results for classified employees, improve the working out-of-class process, and enhance our annual report. Additionally, the Personnel Commission strategically assessed high-priority recruitments to expedite hiring and successfully filled the critical Personnel Commission's office vacancies of Human Resources Manager, Specialist, and Technician.

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



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 3 employees.

Personnel Commission Annual Budget

Annual Financial and Budget Report Fiscal Year 2023-24			
Expenditure by Object	2021-22 Actual*	2022-23 Actual or Estimated*	2023-24 Budget*
2000 Classified Salaries			
Commission Members	\$3,400.00	\$4,050.00	\$4,400.00
Director	136,395.00	79,750.00	79,750.00
Secretaries, Clerks	204,355.00	338,442.00	297,939.00
Other	0.00	0.00	5,000.00
3000 Employee Benefits	172,405.00	234,188.00	212,590.00
Subtotal	516,555.00	656,430.00	599,679.00
4000 Supplies and Equipment Replacement	7,776.00	24,000.00	21,050.00
5000 Operating Expenses	27,601.00	26,450.00	65,950.00
6000 Equipment	0.00	5,000.00	11,325.00
Subtotal	35,377.00	55,450.00	98,325.00
Appropriation for Contingencies			
Total Expenditures	\$551,932.00	\$711,880.00	\$698,004.00

*Round to the nearest dollar

For more information on the 2023-2024 Personnel Commission budget, you can access the April 17, 2023 presentation using this link

[https://go.boarddocs.com/ca/lbcc/pcom/Board.nsf/files/CQVUZE7E7882/\\$file/04.17.23%20PC%20Annual%20Budget%20Presentation%20FY2023-24.pdf](https://go.boarddocs.com/ca/lbcc/pcom/Board.nsf/files/CQVUZE7E7882/$file/04.17.23%20PC%20Annual%20Budget%20Presentation%20FY2023-24.pdf)



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.

Professional Development

Our annual Classified Appreciation Luncheon, hosted by the Personnel Commissioners, took place in a beautiful grassy area, near Veteran's Stadium, at the Liberal Arts Campus. This event celebrated the invaluable contributions of our classified staff to the college. Guests enjoyed a festive county fair-style lunch, complemented by music, games, and team-building activities. Most importantly, it provided an opportunity for staff to connect with their colleagues during our celebration of Classified School Employee Week 2024.

During the 2023-2024 academic year, Human Resources provided classified and confidential staff with training opportunities designed to foster success in both their current roles and future positions. The district organized a dedicated day of programming that emphasized diversity, wellness, technology, and skills development. The theme for the event was 'Diversity + Unity = Success,' highlighting our commitment to fostering an inclusive and collaborative workplace.

Human Resources also launched the inaugural Classified Promotional Success Academy, designed to equip classified employees with the knowledge and skills necessary to enhance their promotional opportunities at LBCC and beyond. The first cohort was opened to 30+ participants, offering networking opportunities within the group and allowing for personalized development. Participants engaged in the Level 1 training during the Fall semester and continued with Level 2 in the Spring semester. We are proud to report that 27 participants successfully graduated from this program.

Annual Report of Recruitment Activities



4842

Applicants

Eligible Candidates

359



66

Certified Eligibility Lists

Recruitments

71



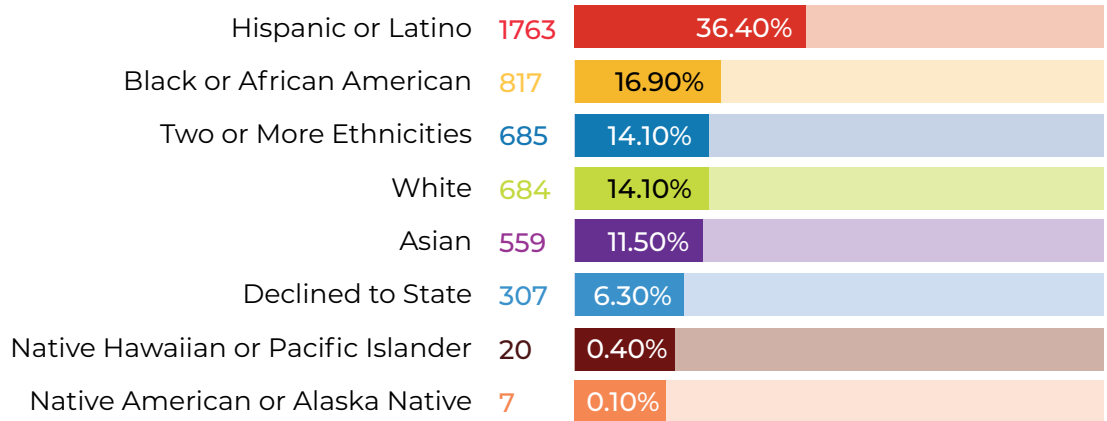
118

**Number of Applicants
Hired or Promoted**

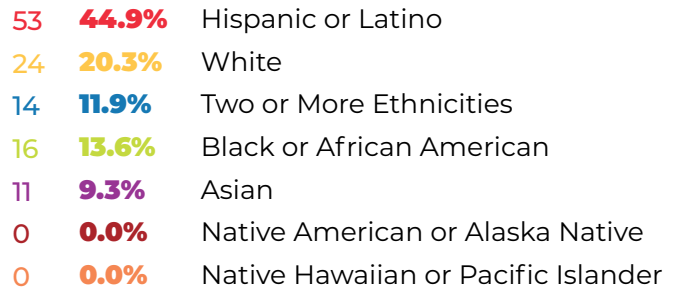
Applicant, Hire/Promotion, and Employee Diversity

Applicants

Detailed demographic breakdown from largest to smallest:

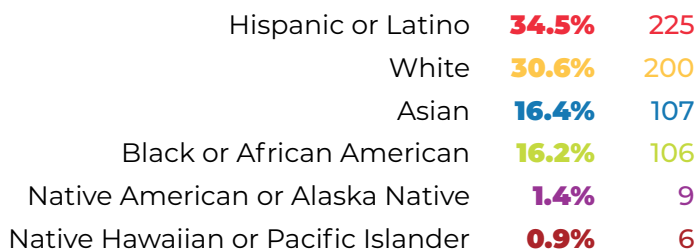


New Hires/Promotions



Classified

Detailed demographic breakdown from largest to smallest:



2024 California Community Colleges Classified Employee of the Year



On April 17, 2024, the LBCC Board of Trustees recognized Ms. Kemberly Quiroz, Student Services Technician, as the 2024 LBCC Classified Employee of the Year. On April 22, 2024, it was also the Personnel Commission's honor and privilege to acknowledge and recognize Ms. Quiroz, at its regular meeting.

2024 LBCC Classified Employee of the Year

Ms. Quiroz, Student Services Technician, was selected and recognized as the 2024

LBCC Classified Employee of the Year. A few of Ms. Quiroz's qualities include:

- Being student-centered, extremely professional, respectful, kind, approachable, reliable, and dependable
- Embodying genuine care towards others and working toward consensus and inclusion
- Going above and beyond to help students, colleagues, and anyone from the public

Ms. Quiroz first joined LBCC as a Federal Work Study Student in 1998. Since then, Ms. Quiroz has worked in various capacities at LBCC and obtained her first permanent classified job with the District, in August 2008. In December 2022, Ms. Quiroz promoted to Student Services Technician.

Nominee for the 2024 California Community Colleges Classified Employee of the Year Awards

The Classified Employee of the Year Awards honor community college classified employees who demonstrate the highest level of commitment to Vision 2030 and equitable student outcomes.

The LBCC Board of Trustees endorsed Ms. Quiroz and forwarded her information, as the 2024 LBCC nominee, to the California Community Colleges Chancellor's Office. Award winners are selected by representatives from the California Community Colleges Board of Governors, Consultation Council and the Chancellor's Office. Recipients will be announced and honored at the May 20, 2024 Board of Governors meeting, in Sacramento, California. The nominees are evaluated on their commitment to: Vision 2030 and equitable student outcomes; professional ethics and standards; serving the institution's diverse student population through participation in professional and/or community activities; and serving as a leader beyond their local institution. Here is the [link](#) to the video on Ms. Quiroz's qualities and accomplishments.

Classified Service Recognition

35 years

Michael Morgan
Cynthia Jackson

25 years

Michele Pope
Magdalena Huerta
Nong Khong
Lourdes Thrift-Viveros
Ariane Le
Jill Birdwell
Sean Dominguez
Sarah Bowers
Melissa Martinez
Scott Voelker
Debra Watts
Harold Foot

20 years

Ducky (Lisa) Duckworth
Christine Tran
Ryan Thomas
Aaron Anderson
Juan Menjivar
Farsio Kottab
Sylvia Garcia

Gloria Gonzalez-Wilson
Sandra Torres
Soledad Burton
Mayra Aguilar
Gregg Montgomery

15 years

Juan Herrera
Leon Vo
Rachel Kempf
Tamara Lincoln
Doris May
Kemberly Quiroz
Tracy Bejarano
Locascio
Scott Zuvich
Lefia Alvial
Blanca Navarro
Alejandro Hernandez
Romada Chit Uys
Veronica Frederick
Daniel Renteria
Allison Brown
Angel Bolanos
Anthony Cyr

Jeffrey Smeding
Christopher Baker
Conrado Duran
Iris Jokanovich
Nancy Ratsamy
John Thompson

10 years

James Martinez
Douglas Wood
Meghanrose Beckman
Ching-min Wu
Michelle Bowen
Mark Marano
Leticia Martuccio
Marc Smith
Frederick Roessler
Darlene Woodson
Alegre Wilhite

Susana Murillo-Ramirez
Jennifer Holmgren
Elyse Nuguid
Alma Munoz
Teila Robertson
Jerhome Pena
Ryan Paris
Benjamin Chase
Kyne Thach
Kimberly Casuga
Penelope Johnson

5 years

Gregory Bonner
Shanee Johnson
Kenneth Carson
Sokha Yan
Lambinico
Marissa Jorgensen

Betty Mendoza
Maria Garibay
Sarah Turner
Dena Hardin
Bradlee Carihfield
Sergio Grimaldi
Cinderela Maladaga
Adriana Gomez
William Wolford
Alma Garibay
Meghan O'neil
Andrew Ward
Walter Johnson
Nicholas Brackman
Daisy Cook
Brianna Reyes



Contact Us

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lbcc.edu/human-resources

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