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.
## Contents

Personnel Commission Members ................................................................. 1
Statement of Ethics .................................................................................... 2
Merit System District .................................................................................. 2
Administration of the Merit System ............................................................. 3
Annual Report of Recruitment Activities ..................................................... 3-4
Employee Longevity ................................................................................... 4
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
Accounting Technician I
Accounting Technician II
Administrative Assistant
Administrative Assistant
Administrative Support (Limited Term Assignment Pool)
Administrative Support Specialist
Admission & Records Technician I
American Language & Cultural Institute Coordinator
Applications Development Analyst V
Associate Director, Public Relations & Marketing
Auditorium Technical Coordinator
Business Client Supervisor
Business Systems Analyst IV
Career and Technical Education Coordinator
Cashier
Child Care Assistant
Child Care Assistant (Limited Term Assignment Pool)
Child Development Center Associate Teacher
Child Development Center Teacher
Custodian
Deputy Director, Operations and Maintenance
Deputy Director, Planning and Construction
Director Global Trade & Logistics
Director, Classified Human Resources
Director, College Advancement, Public Affairs & Governmental Relations
Director, Institutional Research
Director, Student Health Services and Student Life
Disability Support Services Specialist
Electrician
Financial Aid Advisor
Financial Aid Specialist
Grant Assistant III
Grounds and Transportation Supervisor
Help Desk Support Specialist
Human Resources Manager - Classified
Instructional Aide, Student Success Center
Instructional Laboratory Coordinator
Lead Cashier
Matriculation Aide
Operations Manager
Performance Accompanist
Records Specialist
Research Analyst I
SBDC Regional Director
Science Laboratory Equipment Technician
Senior Accounting Technician
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

<table>
<thead>
<tr>
<th></th>
<th>13-14</th>
<th>14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Recruitments</td>
<td>45</td>
<td>61</td>
</tr>
<tr>
<td>Number of Applicants</td>
<td>3,016</td>
<td>4,527</td>
</tr>
<tr>
<td>Applicants Tested</td>
<td>2,090</td>
<td>1803</td>
</tr>
<tr>
<td>Applicants Interviewed</td>
<td>646</td>
<td>733</td>
</tr>
<tr>
<td>Applicants Eligible</td>
<td>333</td>
<td>420</td>
</tr>
<tr>
<td>Eligibility Lists Certified</td>
<td>44</td>
<td>59</td>
</tr>
<tr>
<td>Number of Applicants Hired</td>
<td>91</td>
<td>92</td>
</tr>
</tbody>
</table>

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
Tai Nguyen
Taucasosi 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 Woyschner

Page 4