

MERIT SYSTEM DISTRICT

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 2010-2011 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

Academic Administrative Assistant
Accounting Technician I
Administrative Assistant
Administrative Support Manager, ERD
Business Systems Analyst II
Buyer
College Articulation Specialist
Contracts Technician
Deputy Director, Operations & Maintenance
Deputy Director, Purchasing & Contracts
Director, Business Support Services
Director, District Facilities
Educational Technologist II
ERD Educational Program Coordinator
Financial Aid Specialist
Grant Assistant I (2)
Grant Assistant II (2)
Grant Assistant III (2)
Grants Sr. Accounting Technician
Instructional Assistant
Instructional Lab Coordinator
Lead Custodian
Library Assistant
Math Laboratory Coordinator
Program Director, SBDC
Research Analyst I
Research Analyst II
SBDC Operations Manager
SBDC Regional Director
SBDC Special Projects Manager
Skilled Maintenance Worker
Senior Accounting Technician
Staff Development Coordinator
Web Developer I
WRC Laboratory Coordinator

Recruitment Statistics

	<u>09-10</u>	<u>10-11</u>
Number of Recruitments	30	37
Number of Applicants	1,934	3,196
Applicants Tested	915	1,588
Applicants Interviewed	419	641
Applicants Eligible	277	438

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,

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.

Jeannine McManigal-Ball, our Chairperson is the neutral 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.

Darwin Thorpe, our Vice Chairperson, is the Representative Union's appointee to the Commission. He is a retired professor of Biology at Compton Community College, past member and President of the LBCC Personnel Commission and Board of Trustees, member and past President of the Personnel Commissioner's Association of Southern California and State Faculty Association of the California Community Colleges.

Richard Gaylord, our other member, 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.