

2021-2022 PERSONNEL COMMISSION

Annual Report

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

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	\$ 3,25	\$ 4,40	\$ 4,40
Director	82,661	71,263	72,660
Secretaries, Clerks	194,838	268,311	288,510
Other	0	5,100	0

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 K12 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 Chairve 0.001 Tc (s a)o(a)3.9 (.6 (T-2.2 (n -0.01)-5.)5.7 (a).01) (o.2 (4.337 0

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:

- x Hire and promote employees based on ability, with open competition in the initial

Annual Report of Recruitment Activities

The recruitment lifecycle requires coordination and customer service. Our Personnel
Commi

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

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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.

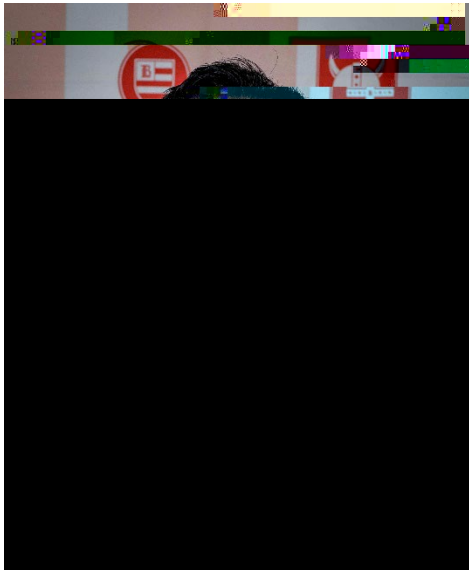
- x Added standardized rating criteria to the 15 point scale used in oral panel interviews, specifically, definitions and rating guidelines
 - o Exceptional (5), Strong (4), Moderate (2-3), and limited (1 or below)
- x Added competency modeling to recruitment efforts
 - o Utilized competencies in job bulletins under ideal candidate profile
 - o Utilized competency definitions to develop test parts with hiring managers and increase content validity
 - o Listed competencies before each interview question so that the rater panel knew what to measure in each question
- x Conducted in-depth rater briefings (i.e. read questions aloud and provide examples of ideal candidate profiles to raters)
- x Conducted in-depth debriefings to ensure rating consistency across interviewers and rating panels
- x Concerted efforts to select oral panel grading members with diverse backgrounds
- x 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%

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 2020 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 COVID19 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 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 21 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 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 (a) (5) - (b) (5) - (c) (5) - (d) (5) - (e) (5) - (f) (5) - (g) (5) - (h) (5) - (i) (5) - (j) (5) - (k) (5) - (l) (5) - (m) (5) - (n) (5) - (o) (5) - (p) (5) - (q) (5) - (r) (5) - (s) (5) - (t) (5) - (u) (5) - (v) (5) - (w) (5) - (x) (5) - (y) (5) - (z) (5) - (aa) (5) - (ab) (5) - (ac) (5) - (ad) (5) - (ae) (5) - (af) (5) - (ag) (5) - (ah) (5) - (ai) (5) - (aj) (5) - (ak) (5) - (al) (5) - (am) (5) - (an) (5) - (ao) (5) - (ap) (5) - (aq) (5) - (ar) (5) - (as) (5) - (at) (5) - (au) (5) - (av) (5) - (aw) (5) - (ax) (5) - (ay) (5) - (az) (5) - (ba) (5) - (bb) (5) - (bc) (5) - (bd) (5) - (be) (5) - (bf) (5) - (bg) (5) - (bh) (5) - (bi) (5) - (bj) (5) - (bk) (5) - (bl) (5) - (bm) (5) - (bn) (5) - (bo) (5) - (bp) (5) - (bq) (5) - (br) (5) - (bs) (5) - (bt) (5) - (bu) (5) - (bv) (5) - (bw) (5) - (bx) (5) - (by) (5) - (bz) (5) - (ca) (5) - (cb) (5) - (cc) (5) - (cd) (5) - (ce) (5) - (cf) (5) - (cg) (5) - (ch) (5) - (ci) (5) - (cj) (5) - (ck) (5) - (cl) (5) - 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Overview of Classification Study

Classification Study Process



Contact Us