

Banner ID # @	Last Name Reeves, Lindsey	First	Middle Initial	Telephone
Address		City		State Zip

**Part I: Check all that apply**

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  <b>Change in title/assignment</b>
<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time		

**Part II: Assignment/Accounting** Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

<b>CURRENT</b> Division/Unit: Finance and Administrative Services	Job Vacancy No.: (if applicable) 2110 S 071
Job Title/Position: Communications Specialist/Receptionist	Specialized Area: Business Office
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY26
Budget Number: 1110-13031-6101-6100	Position No. (NBAPOSN): PBX001
Compensation: \$ 29,850	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 04/17/23	End Date: n/a
	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
If temporary, anticipated termination date: n/a	

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

<b>PROPOSED</b> Division/Unit: Information Technology	Job Vacancy No.: (if applicable) 2603 A 009
Job Title/Position: Help Desk Analyst	Specialized Area: Help Desk
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1110-13033-6093-6081	Funded in which FY? FY26-27
Budget Number: 1110-13033-6093-6081	Position No. (NBAPOSN): HDA001
Compensation: \$ 45,194	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: TBD	End Date: n/a
	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
If temporary, anticipated termination date: n/a	

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Robert Falco</b> Digitally signed by Robert Falco Date: 2026.06.01 09:11:41 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair <b>Robby Mathews</b> Digitally signed by Robby Mathews Date: 2026.06.02 10:35:18 -05'00'	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval <i>Scott C...</i>	Date 6/2/26	Approved by President <i>[Signature]</i>	Date 6-04-26