

Personnel Action Form

Jones Judy State Zip										Hur	nan Resources	
Part I: Check off that apply Classification:	Banner ID #	Last Name Jones					Middle Initial		tial	Telephone		
Classification: Administrative/Professional Staff Salary Adjustrated Salary Adjustrate							City			State Zip		
Extension Extension Extension Extension Extension Extension Expansion Expansion Expansion Expansion Expansion (date:	Part I: Check all that apply											
Support Staff		mployeeC			Other (ex	(plain)						
Support Staff				☐ Extension								
Part III Assignment Accounting Number of months/weeks below notes who 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 WCIC Politicis and Procedures. Support Staff employees are at-will employees. CURRENT Division/Unit: Administration Job TulePosition: Job Varancy No.: (if applicable) Specialized Are: Director of Hurman Resources Budgeted Position? Q Yes Q No Funded in which FY? FY 19 Budget Number: 1110.117.6093.6002 Compensation: \$ 83,401.00 Annual Sched CA Hourly Rate: (Part-time only) \$ per hr x hos/wk x wks = \$ per hr x hos/wk x hos/wks = \$ per hr	Support Staff	Support Staff			Salary Adjustment							
All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCIC Policies and Procedures. Support Staff employees are at-will employees. CURRENT Division/Linit: Administration Director of Human Resources Budgeted Position?				Separation (date:)								
All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCIC Policies and Procedures. Support Staff employees are at-will employees. CURRENT Division/Linit: Administration Director of Human Resources Budgeted Position?	Part II: Assignment/Accounting Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.											
CURENT Division/Unit: Administration Job Title/Position: Director of Human Resources Budgeted Position?	All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.											
Administration Job TitlePosition: Director of Human Resources Budgeted Position?	Support Staff employees are at-will employees.											
Specialized Area: Specialized Area:									Job Vacancy N	lo.: (if applicable)		
Funded in which FY? FY 19	Administration											
Budget Number: 1110.117.6093.6002 Compensation: \$ 83,401.00 Content (explain) Content (explain) Step 38 Annual Step 4 multiply Grade Step 38 Annual Step 4 multiply Grade Step 38 Annual Step 4 multiply Step 4	Job Title/Position: Director of Human Resources								Specialized Area:			
Compensation: \$ 83,401.00 Compensation: Sched Campensation: Compensation: Start Date: Grade 1 38 38 401.00 Start Date: Grade 1 38 401.00 Grade 1 401.00	Budgeted Position? • Yes • No								1 13			
\$ 83,401.00	Budget Number: 1110.117.6093.6002								Position No. (NBAPOSN): DIR004			
\$ 83,401.00	Compensation:	Sched CA										
Start Date: 09-08-99 Position is funded for the following number of months/weeks: 09-08-99 PROPOSED Division/Unit: Administration Job Title/Position: Director of Hurman Resources Budgeted Position? Other (specify) Proposition No. (NBAPOSN): Budget Number: 1110.117.6093.6002 Compensation: \$ 93,402.00 Annual Grade 15 Sched CA Grade 15 Sept No. (NBAPOSN): Budget Number: \$ 93,402.00 Start Date: O7/01/19 Position No. (NBAPOSN): Budget Number: \$ 1 temporary, anticipated termination date: The temporary of temporar							\$		\$per h	er hr x hrs/wk x wks =		
Position is funded for the following number of months/weeks: O # months 10 ½ months 12 months Other (specify)	\$ 03,401.00 Other (exp			ain) Step 38				\$per		year		
PROPOSED Division/Unit: Administration Job Title/Position: Director of Hurman Resources Budgeted Position? ② Yes ② No Name of Replaced Employee: Funded in which FY? FY 19 Position No. (NBAPOSN): DIRO04 Compensation: \$ 93,402.00 Compensation: \$ 93,402.00 Annual Other (explain) Start Date: O7/01/19 Position No. (NBAPOSN): Start Date: O7/01/19 Position No. (NBAPOSN): Start Date: O7/01/19 Position No. (NBAPOSN): Start Date: O7/01/19 Position is funded for the following number of months/weeks: O 9 months ② 10 ½ months ② 12 months ② Other (specify) Explanation of Action: Part III: Position/Budget Authorization Recommended by Supervisor/Department Head Date Approved by Division Chair Date Reviewed by Human Resources Date	Start Date: 09-08-99							nticipated termination	on date:			
PROPOSED Division/Unit: Administration Job Title/Position: Director of Hurman Resources Budgeted Position? ② Yes ② No Name of Replaced Employee: Funded in which FY? FY 19 Position No. (NBAPOSN): DIRO04 Compensation: \$ 93,402.00 Compensation: \$ 93,402.00 Annual Other (explain) Start Date: O7/01/19 Position No. (NBAPOSN): Start Date: O7/01/19 Position No. (NBAPOSN): Start Date: O7/01/19 Position No. (NBAPOSN): Start Date: O7/01/19 Position is funded for the following number of months/weeks: O 9 months ② 10 ½ months ② 12 months ② Other (specify) Explanation of Action: Part III: Position/Budget Authorization Recommended by Supervisor/Department Head Date Approved by Division Chair Date Reviewed by Human Resources Date	Position is funded for the following number of months/weeks:											
Administration Job Title/Position: Director of Hurman Resources Budgeted Position? Yes No Name of Replaced Employee: Budget Number:												
Director of Human Resources Budgeted Position?	PROPOSED Division/Unit: Administration								Job Vacancy No.: (if applicable)			
Budget Number: 1110.117.6093.6002 Compensation: Annual Sched CA Grade 15 Step 38 Step	Job Title/Position: Director of Human Resources								Specialized Area:			
Compensation: \$ 93,402.00 Annual Sched CA Hourly State Per hr x hrs/wk x wks =	Budgeted Position? OYes No Name of Replaced Employee:								Funded in which FY? FY 19			
\$ 93,402.00 Hourly Other (explain) Grade 15 38 per hr x hrs/wk x wks =	Budget Number: 1110.117.6093.6002								Position No. (NBAPOSN): DIRO04			
Start Date: 07/01/19 At-will-employee	Compensation:	Ī	Annual	Sched CA								
Start Date: 07/01/19 Cale (explain) Step Cale (explain) Step Cale (explain) Ca	- 02 402 00	O Hourly			Grade 15							
O7/O1/19 Per contract Position is funded for the following number of months/weeks: O 9 months O 10 ½ months O 12 months O Other (specify) Explanation of Action: Part III: Position/Budget Authorization Recommended by Supervisor/Department Head Date Approved by Dean Date Approved by Division Chair Date Approved by Vice President Date Approved by Cabinet Level Supervisor Date Reviewed by Human Resources Date	\$ 93,402.00		Other (expla	nin)	Step 38				\$ per 3	year		
O 9 months O 10 1/2 months O 12 months O Other (specify) Explanation of Action: Part III: Position/Budget Authorization Recommended by Supervisor/Department Head Date Approved by Dean Date Approved by Division Chair Date Approved by Vice President Date Approved by Cabinet Level Supervisor Date Reviewed by Human Resources Date	Start Date: 07/01/19							yee	If temporary, anticipated termination date:			
Explanation of Action: Part III: Position/Budget Authorization Recommended by Supervisor/Department Head Date Approved by Division Chair Date Approved by Vice President Date Approved by Cabinet Level Supervisor Date Date	Position is funded for the following number of months/weeks:											
Part III: Position/Budget Authorization Recommended by Supervisor/Department Head Date Approved by Dean Date Approved by Division Chair Date Approved by Vice President Date Approved by Cabinet Level Supervisor Date Reviewed by Human Resources Date	9 months 0 10 ½ months 0 12 months 0 Other (specify)											
Recommended by Supervisor/Department Head Date Approved by Dean Date Approved by Division Chair Date Approved by Vice President Date Approved by Cabinet Level Supervisor Date Reviewed by Human Resources Date	Explanation of Action:											
Recommended by Supervisor/Department Head Date Approved by Dean Date Approved by Division Chair Date Approved by Vice President Date Approved by Cabinet Level Supervisor Date Reviewed by Human Resources Date	Part III: Position/Budget Authorization											
Approved by Cabinet Level Supervisor Date Reviewed by Human Resources Date							Approved by Dean Date					
Approved by Cabinet Level Supervisor Date Reviewed by Human Resources Date												
Approved by Cabinet Level Supervisor Date Reviewed by Human Resources Date	Approved by Division Chair Date						Approved by Vice President Date					
Budget Approval / Date Approved by President Date Budget Approval / Butty a-Maluk 6-13-19 Butty a-Maluk 6-13-19	Approved by Cabinet Lev	el Supervisor	/		Date		Reviewed by Human Resources Date					
Budget Approved by President Date Approved by President Date Date Date Date Date	-Bitt.	2.00	Elick	6	-104	19	Jeff 99000 6-17-19					
15 10 Kacia 6/13/19 Buty a-Maluke 6-13-19	Budget Approval Date							Approved by President Date				
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Reg. 821 HR Requisition Number Revised May 29, 2014	Reg. 821 HR F	Requisition N	umber		1 - 24 /			7		Revised N	May 29, 2014	