



Personnel Action Form

Human Resources

Banner ID # @	Last Name Cano, Oscar	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 checked="" type="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Change in title/assignment (going from part time staff to full time administrative)
<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.

CURRENT Division/Unit: Strategy, Enrollment Management & Technology Job Vacancy No.: (if applicable) 2110 S 068

Job Title/Position: Part Time Help Desk Support Specialized Area: Networking and Server Services

Budgeted Position? Yes No Funded in which FY? FY24

Budget Number: 1110-13033-6102-6081 Position No. (NBAPOSN): ITHD99

Compensation: \$ 12.56	<input type="radio"/> Annual <input checked="" type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched n/a Grade n/a Step n/a	Hourly Rate: (Part-time only) \$ 12.56 per hr x 20 hrs/wk x 52 wks = \$ 13,062.40 per year
Start Date: 01/24/22	End Date: n/a	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	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) 52 weeks

PROPOSED Division/Unit: Strategy, Enrollment Management, and Technology Job Vacancy No.: (if applicable) 2309 A 020

Job Title/Position: Research Analyst Specialized Area: Data and Enterprise Applications

Budgeted Position? Yes No Name of Replaced Employee: Morgan Bruce *Box* Funded in which FY? FY24

Budget Number: ~~4110-13036-6101-602~~ 1110-13033-6093-602 Position No. (NBAPOSN): REA001

Compensation: \$ 46,526	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A Grade 15 Step 1	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 01/17/24		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	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 Tessa Mathews <small>Digitally signed by Tessa Mathews DN: cn=Tessa Mathews, o=WCJC, ou=Director of Institutional Research, email=tmathews@wcjc.edu, c=US Date: 2023.12.01 10:35:00 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President Amanda Allen <small>Digitally signed by Amanda Allen DN: cn=Amanda Allen, o=WCJC, ou=Planning and IE, email=allen@wcjc.edu, c=US Date: 2023.12.01 14:49:22 -0500</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 12/5/23
Budget Approval <i>[Signature]</i>	Date 12/05/2023	Approved by President <i>[Signature]</i>	Date 12-6-23