

Banner ID # @	Last Name Saucedo, Lori	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) Change in Title/Assignment
<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: Technology
 Job Title/Position: IT Help Desk Technician
 Budgeted Position? Yes No
 Budget Number: 1110-13033-6101-6081

Job Vacancy No.: (if applicable) 1709 S 078
 Specialized Area: Help Desk/Training Services
 Funded in which FY? FY23
 Position No. (NBAPOSN): TE1001

Compensation: \$ 30,425
 Annual
 Hourly
 Other (explain)
 Sched P
 Grade 6
 Step 3

Hourly Rate: (Part-time only)
 \$ n/a per hr x n/a hrs/wk x n/a wks =
 \$ n/a per year

Start Date: 04/24/17
 End Date: n/a
 At-will-employee
 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)

PROPOSED Division/Unit: Technology
 Job Title/Position: Associate Help Desk Manager
 Budgeted Position? Yes No
 Budget Number: 1110-13033-6093-6081

Job Vacancy No.: (if applicable) 2210 A 044
 Specialized Area: Technology
 Funded in which FY? FY23
 Position No. (NBAPOSN): TE1001

Compensation: \$ 37,859
 Annual
 Hourly
 Other (explain)
 Sched A
 Grade 1
 Step 4

Hourly Rate: (Part-time only)
 \$ n/a per hr x n/a hrs/wk x n/a wks =
 \$ n/a per year

Start Date: 10/19/22
 At-will-employee
 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 Robert Falco Digitally signed by Robert Falco Date: 2022.12.07 07:20:48 -06'00'	Approved by Dean Scott Towsley Digitally signed by Scott Towsley Date: 2022.12.07 07:59:49 -06'00'
Approved by Division Chair	Approved by Vice President Amanda Allen <small>Digitally signed by Amanda Allen DN: cn=Amanda Allen, o=WCJC, ou=Planning and IE, email=afalena@wcjc.edu, c=US Date: 2022.12.07 08:46:52 -0600</small>
Approved by Cabinet Level Supervisor	Reviewed by Human Resources <i>[Signature]</i> 12/8/22
Budget Approval <i>[Signature]</i> 12/08/2022	Approved by President <i>[Signature]</i> 12-9-22