



Personnel Action Form

Human Resources

Banner ID # @	Last Name Novak, Kerri	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 checked="" type="radio"/> Temporary <input checked="" type="radio"/> Full-Time <input checked="" type="radio"/> Regular <input type="radio"/> Part-Time		<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- Consolidate Coordinator to create Director. <i>Approved for FY26 e Aug 2021 MTS</i>	
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: Administration				Job Vacancy No.: (if applicable) 2005 A 007
Job Title/Position: Human Resources Coordinator				Specialized Area: Human Resources
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No				Funded in which FY? FY26
Budget Number: 1110-117-6093-6002				Position No. (NBAPOSN): CRD022
Compensation: \$ 67,405		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 1 Step 9	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 07/22/20		End Date: n/a	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date:
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
PROPOSED Division/Unit: Administration				Job Vacancy No.: (if applicable) 2512 A 045
Job Title/Position: Director of Human Resources				Specialized Area: Human Resources
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee:				Funded in which FY? FY26
Budget Number: 1110-117-6093-6002				Position No. (NBAPOSN): DIR002
Compensation: \$ 80,738		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA Grade 15 Step 10	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 01/01/2026			<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date:
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action: Consolidation of previously-funded full-time Coordinator to create full-time Director to provide support /oversight of HR managerial responsibilities as approved by BOT on 08/19/2025 for FY 2026.				
Part III: Position/Budget Authorization				
Recommended by Supervisor/Department Head		Date	Approved by Dean Rachel Y. Bahnsen <small>Digitally signed by Rachel Y. Bahnsen Date: 2025.12.03 10:11:05 -06'00'</small>	
Approved by Division Chair		Date	Approved by Vice President	
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources <i>Rachel Bahnsen</i> 01-08-26	
Budget Approval		Date	Approved by President <i>Rachel Bahnsen</i> 01/08/26	