



Wharton County Junior College

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 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- Consolidate Coordinator to create Director. <i>Approved for FY26 e Aug 601 mtg.</i>
<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: 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 type="radio"/> At-will-employee <input checked="" 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		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 type="radio"/> At-will-employee <input checked="" 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		Approved by Dean		
Date		Date		
Approved by Division Chair		Approved by Vice President		
Date		Date		
Approved by Cabinet Level Supervisor		Reviewed by Human Resources		
Date		Date		
Budget Approval		Approved by President		
Date		Date		