



Wharton County Junior College

Personnel Action Form Human Resources

Revised 10/2014	Form Name: Cordova, Jazmin	Form Number: 2110	Form Date: 0000
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 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="radio"/> Full-Time <input type="radio"/> Part-Time		<input checked="" type="checkbox"/> Other (explain) Change in title/assignment	
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:		Job Vacancy No.: (if applicable)	
Instruction		2007 S 038	
Job Title/Position:		Specialized Area:	
Career Navigator Data Specialist		Adult Education & Literacy	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY22	
Budget Number: 218917-6012-6101-1012		Position No. (NBAPOSN): GNT03T	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched GNT-P Grade 10 Step 1	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
\$ 31,850			
Start Date: 10/07/20	End Date: n/a	<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract	If temporary, anticipated termination date: 08/31/22
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/4 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)			
PROPOSED Division/Unit:		Job Vacancy No.: (if applicable)	
Instruction		2108 A 029	
Job Title/Position:		Specialized Area:	
Title V HSI Academic Advisor for Financial Literacy		Advising, Career, and Transfer Center	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY22	
Name of Replaced Employee: Amber Bryan			
Budget Number: 21180-6071-6131-501		Position No. (NBAPOSN): GNC16T	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A Grade 06 Step 3	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
\$ 39,192			
Start Date: 12/13/21		<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract	If temporary, anticipated termination date: 08/31/22
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/4 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)			
Explanation of Action:			
Part III: Position/Budget Authorization			
Recommended by Supervisor/Department Head		Approved by Dean	
Date: 10/25/2021		Lindsey McPherson	
Approved by Division Chair		Approved by Vice President	
Date:		Date:	
Approved by Cabinet Level Supervisor		Reviewed by Human Resources	
Date:		Date: 10-27-21	
Budget Approval		Approved by President	
Date: 11/01/2021		Date: 11-3-21	

Reg. 821

HR Requisition Number A 2110 0000

Revised May 29, 2014

RECEIVED
Vice President of Instruction
Date: 10/26/21 K