

Personnel Action Form

Human Resources

Banner ID # @	Last Name Martinez, Chelsea E.	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="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<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:		Job Vacancy No.: (if applicable)
Job Title/Position:		Specialized Area:
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No		Funded in which FY?
Budget Number:		Position No. (NBAPOSN):
Compensation:	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched _____ Grade _____ Step _____ Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	End Date:	<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:
☐ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

PROPOSED Division/Unit:		Job Vacancy No.: (if applicable)
Enrollment Management & Registrar		2207 A 030
Job Title/Position:		Specialized Area:
College Recruiter		Recruitment
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a	Funded in which FY? FY23
Budget Number: 1110-14109-6093-501		Position No. (NBAPOSN): AVR009
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A Grade 5 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: 09/21/22	<input checked="" 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 ½ months ☒ 12 months ☐ Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Armando Palomino McClure <small>Digitally signed by Armando Palomino McClure Date: 2022.08.18 08:31:30 -05'00'</small>	Approved by Dean Jerry Martinez <small>Digitally signed by Jerry Martinez Date: 2022.08.18 10:09:08 -05'00'</small>
Approved by Division Chair	Approved by Vice President Amanda Allen <small>Digitally signed by Amanda Allen DN: cn=Amanda Allen, ou=WCJC, ou=WCJC, email=allen@wcjc.edu, c=US Date: 2022.08.18 10:28:23 -05'00'</small>
Approved by Cabinet Level Supervisor	Reviewed by Human Resources <i>[Signature]</i> 8/19/2022
Budget Approval <i>[Signature]</i> 08/19/2022	Approved by President <i>[Signature]</i> 8-22-22