

Personnel Action Form
Human Resources

Personnel ID #	Last Name Chuc, Allyson K.	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 checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input type="checkbox"/> Other (explain)	
<input 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 Vacancy No.: (if applicable) N/A		
Job Title/Position: Systems Analyst			Specialized Area: Technology		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY19		
Budget Number: 1110-13030-6093-602			Position No. (NBAPOSN): ITS002		
Compensation: \$ 74,069		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 12 Step 17	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date: 01/10/11		End Date: N/A	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract		If temporary, anticipated termination date: N/A
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: Technology			Job Vacancy No.: (if applicable) 1812 A 020		
Job Title/Position: Director of Information Systems			Specialized Area: Information Systems		
Budgeted Position? <input type="radio"/> Yes <input checked="" type="radio"/> No			Name of Replaced Employee: N/A		
Funded in which FY? FY19					
Budget Number: 1110-13030-6093-602			Position No. (NBAPOSN): DIR030		
Compensation: \$ 86,068		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA Grade 15 Step 27	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date: 01/16/19		<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: <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: Change in position					
Part III: Position/Budget Authorization					
Recommended by Supervisor/Department Head <i>Patricia J. Gumbel</i>		Date 12-7-2018		Approved by Dean _____	
Approved by Division Chair _____		Date _____		Approved by Vice President <i>Patricia J. Gumbel</i>	
Approved by Cabinet Level Supervisor <i>Patricia J. Gumbel</i>		Date 12-7-2018		Reviewed by Human Resources <i>Gregg G. Grier</i>	
Budget Approval <i>B. R. Kovic</i>		Date _____		Approved by President <i>Betsy C. McCreath</i>	
				Date 1-3-19	

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