

Banner ID #	Last Name Ramsey, Christopher	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="radio"/> Full-Time <input type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  <b>change in title/assignment</b>
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**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: Administrative Services

Job Title/Position: Administrative Services Specialist

Budgeted Position?  Yes  No

Budget Number: 1610-113-6101-400

Compensation: \$ 35,500

Start Date: 05/08/17

End Date: N/A

Hourly Rate: (Part-time only) \$ N/A per hr x \_\_\_\_\_ hrs/wk x \_\_\_\_\_ wks = \$ \_\_\_\_\_ per year

Job Vacancy No.: (if applicable) 1701 S 004

Specialized Area: Sugar Land Campus

Funded in which FY? FY19

Position No. (NBAPOSN): SPC027

Sched  Annual  
 Hourly  
 Other (explain)

Grade 15  
Step 4

At-will-employee   
Per contract

If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

**PROPOSED** Division/Unit: Student Services

Job Title/Position: Coordinator of Testing

Budgeted Position?  Yes  No

Name of Replaced Employee: Leslie Kolojaco

Budget Number: ~~1610~~ 1110-14104-6093-501

Compensation: \$ 58,069

Start Date: 04/17/19

End Date: N/A

Hourly Rate: (Part-time only) \$ N/A per hr x \_\_\_\_\_ hrs/wk x \_\_\_\_\_ wks = \$ \_\_\_\_\_ per year

Job Vacancy No.: (if applicable) 1903 A 008

Specialized Area: Testing

Funded in which FY? FY19

Position No. (NBAPOSN): CRD015

Sched  Annual  
 Hourly  
 Other (explain)

Grade 1  
Step 4

At-will-employee   
Per contract

If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date

*(Signatures and dates are handwritten in the original document)*