

Banner ID # @	Last Name Tamayo, Wendy	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 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) <b>Change in title/assignment</b>
<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.

<b>CURRENT</b> Division/Unit: Instruction		Job Vacancy No.: (if applicable) <b>2208 A 037</b>	
Job Title/Position: Adult Education and Literacy Career Advisor		Specialized Area: Adult Education and Literacy	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? <b>FY23</b>	
Budget Number: <b>218918-6012-6101-1012</b>		Position No. (NBAPOSN): <b>GNC17T</b>	
Compensation: \$ <b>44,525</b>	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>A</u> Grade <u>5</u> Step <u>10</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 12/01/22	End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date:

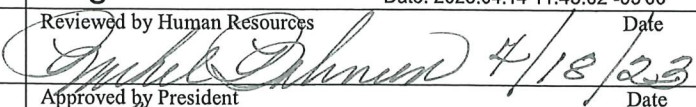

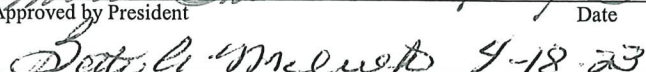
Position is funded for the following number of months/weeks:  
☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify)

<b>PROPOSED</b> Division/Unit: Vocational Instruction		Job Vacancy No.: (if applicable) <b>2302 A 002</b>	
Job Title/Position: Coordinator of Vocational Support Services		Specialized Area: Perkins Grant	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: <b>Rose Ochoa</b>		Funded in which FY? <b>FY23</b>
Budget Number: <b>214898-6003-6143-102</b>		Position No. (NBAPOSN): <b>GNC02T</b>	
Compensation: \$ <b>59,406</b>	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>GNT</u> Grade <u>1</u> Step <u>9</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: <b>05/15/23 (TBD)</b>	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: <b>08/31/23</b>

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 <b>Donald S Smith</b> Digitally signed by Donald S Smith Date: 2023.04.14 16:07:06 -05'00'	Approved by Dean <b>Donald S Smith</b> Digitally signed by Donald S Smith Date: 2023.04.14 16:06:12 -05'00'
Approved by Division Chair _____ Date: _____	Approved by Vice President <b>Leigh Ann Collins</b> Digitally signed by Leigh Ann Collins Date: 2023.04.14 11:45:02 -05'00'
Approved by Cabinet Level Supervisor _____ Date: _____	Reviewed by Human Resources  Date: <b>4/18/23</b>
Budget Approval  Date: <b>04/17/2023</b>	Approved by President  Date: <b>4-18-23</b>