

**Personnel Action Form**  
**Human Resources**

|   |                            |   |   |  |  |
|---|----------------------------|---|---|--|--|
| <b>Banner ID #</b><br>(@)   | <b>Last Name</b><br>Guorra | <b>First</b><br>Shayna  | <b>Middle Initial</b>   |  |  |
| <b>Address</b>  |                            | <b>City</b>   | <b>State</b>  | <b>Zip</b>   |  |
| <b>Part I: Check all that apply</b>   |                            |   |   |  |  |
| <b>Classification:</b><br><input checked="" type="radio"/> Administrative/Professional Staff<br><input type="radio"/> Faculty<br><input type="radio"/> Support Staff<br><input type="radio"/> Temporary<br><input checked="" type="radio"/> Regular   |                            | <input type="checkbox"/> New Employee<br><input checked="" type="checkbox"/> Extension<br><input type="checkbox"/> Salary Adjustment<br><input type="checkbox"/> Separation (date: _____) |   | <input type="checkbox"/> Other (explain)   |  |
| <input type="radio"/> Full-Time<br><input checked="" type="radio"/> Part-Time   |                            |   |   |  |  |
| <b>Part II: Assignment/Accounting</b> Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person.<br>All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.<br>Support Staff employees are at-will employees. |                            |   |   |  |  |
| <b>CURRENT</b> Division Unit:<br>Student Success  |                            |   | Job Vacancy No.: (if applicable)<br>1901 A 003  |  |  |
| Job Title/Position:<br>TRIO SSS Advisor/Coordinator   |                            |   | Specialized Area:<br>TRIO SSS Grant   |  |  |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No  |                            |   | Funded in which FY? FY23  |  |  |
| Budget Number: 21177-6055-6186-400  |                            |   | Position No. (NBAPOSN): GNC12T  |  |  |
| Compensation:<br>\$ 60,073  |                            | <input checked="" type="radio"/> Annual<br><input type="radio"/> Hourly<br><input type="radio"/> Other (explain)  | Sched <u>GNT</u><br>Grade <u>01</u><br>Step <u>10</u>   | Hourly Rate: (Part-time only)<br>\$ <u>N/A</u> per hr x <u>N/A</u> hrs/wk x <u>N/A</u> wks =<br>\$ <u>N/A</u> per year |  |
| Start Date: 09/01/22  |                            | End Date: 08/31/23  | <input checked="" type="radio"/> At-will-employee<br><input type="radio"/> Per contract       |  | If temporary, anticipated termination date:  |
| Position is funded for the following number of months/weeks:<br><input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)   |                            |   |   |  |  |
| <b>PROPOSED</b> Division Unit:<br>Student Success   |                            |   | Job Vacancy No.: (if applicable)<br>1901 A 003  |  |  |
| Job Title/Position:<br>TRIO SSS Advisor/Coordinator   |                            |   | Specialized Area:<br>TRIO SSS Grant   |  |  |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No  |                            |   | Funded in which FY? FY24  |  |  |
| Budget Number: 21176-6055-6186-400  |                            |   | Position No. (NBAPOSN): GNC12T  |  |  |
| Compensation:<br>\$ 60,073  |                            | <input checked="" type="radio"/> Annual<br><input type="radio"/> Hourly<br><input type="radio"/> Other (explain)  | Sched <u>GNT</u><br>Grade <u>01</u><br>Step <u>10</u>   | Hourly Rate: (Part-time only)<br>\$ <u>N/A</u> per hr x <u>N/A</u> hrs/wk x <u>N/A</u> wks =<br>\$ <u>N/A</u> per year |  |
| Start Date: 09/01/23  |                            |   | <input type="checkbox"/> At-will-employee<br><input checked="" type="checkbox"/> Per contract |  | If temporary, anticipated termination date:<br>08/31/24                            |
| Position is funded for the following number of months/weeks:<br><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:<br>Continuation of Grant   |                            |   |   |  |  |
| <b>Part III: Position/Budget Authorization</b>  |                            |   |   |  |  |
| Recommended by Supervisor/Department Head<br><i>J. Guorra</i>   |                            | Date<br>8/31/23   | Approved by Dean<br>Lindsey McPherson   |  | Date   |
| Approved by Division Chair  |                            | Date  | Approved by Vice President<br>Leigh Ann Collins   |  | Date<br>Digitally signed by Leigh Ann Collins<br>Date: 2023.09.06 17:27:02 -05'00' |
| Approved by Cabinet Level Supervisor  |                            | Date  | Reviewed by Human Resources<br><i>Michael Guzman</i>  |  | Date<br>9/5/23   |
| Budget Approval<br><i>B. Skocian</i>  |                            | Date<br>09/25/2023  | Approved by President<br><i>Tom McCreary</i>  |  | Date<br>9-6-23   |