

Personnel Action Form
Human Resources

Banner ID # @	Last Name Cavazos, Rachel	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"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Change in title/assignment
<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: Administrative Services	Job Vacancy No.: (if applicable) 1602 S 004
Job Title/Position: Financial Aid Quality Control Specialist	Specialized Area: Financial Aid
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY22
Budget Number: 1110-13024-6101-501	Position No. (NBAPOSN): SPC023
Compensation: \$ 38,100 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year Sched P Grade 15 Step 11
Start Date: 04/21/08	End Date: n/a
<input 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)	

PROPOSED Division/Unit: Administrative Services	Job Vacancy No.: (if applicable) 2205 A 023
Job Title/Position: Assistant Director of Financial Aid	Specialized Area: Financial Aid
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Merry Sprague
Budget Number: 1110-13024-6093-501	Funded in which FY? FY22
Compensation: \$ 62,069 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year Sched AA Grade 1 Step 9
Start Date: 07/05/22	End Date: n/a
<input 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:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Leslie Kolojaco	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President <i>B. Kocian</i>	Date 04/21/2022
Approved by Cabinet Level Supervisor <i>B. Kocian</i>	Date 06/21/2022	Reviewed by Human Resources <i>Rachel Johnson</i>	Date 6/21/22
Budget Approval <i>B. Kocian</i>	Date 06/21/2022	Approved by President <i>Bobby A. McLeish</i>	Date 6-21-22