



Banner ID # @	Last Name Saucedo, Lori	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 type="checkbox"/> Salary Adjustment <input type="checkbox"/> 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: Technology			Job Vacancy No.: (if applicable) 2210 A 044	
Job Title/Position: Associate Help Desk Manager			Specialized Area: Technology	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY25	
Budget Number: 1110-13033-6093-6081			Position No. (NBAPOSN): TE1001	
Compensation: \$ 42,527	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A _____ Grade 1 _____ Step 6 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 04/24/17	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 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
PROPOSED Division/Unit: Technology			Job Vacancy No.: (if applicable) 2408 A 035	
Job Title/Position: IT Project Manager			Specialized Area: Technology	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: n/a	
Funded in which FY? FY25				
Budget Number: 1110-13033-6093-6081			Position No. (NBAPOSN): TE1001	
Compensation: \$ 47,194	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A _____ Grade 8 _____ Step 6 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 08/01/24		<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 ½ 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 Robby Mathews <small>Digitally signed by Robby Mathews Date: 2024.09.19 15:42:29 -05'00'</small>		Approved by Dean _____ Date _____		
Approved by Division Chair _____ Date _____		Approved by Vice President Amanda A. Allen <small>Digitally signed by Amanda A. Allen DN: cn=Amanda A. Allen, o=SEMTE, email=aallene@wcjc.edu, c=US Date: 2024.09.20 07:50:17 -05'00'</small>		
Approved by Cabinet Level Supervisor _____ Date _____		Reviewed by Human Resources <i>[Signature]</i> 9/25/24		
Budget Approval <i>[Signature]</i> Betty A. McCreath <small>Digitally signed by Betty A. McCreath Date: 2024.09.25 14:25:24 -05'00'</small>		Approved by President <i>[Signature]</i> 9-25-24		