



Banner ID # @	Last Name Palomino McClure, Armando	First Armando	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 type="radio"/> Full-Time <input checked="" 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: Enrollment Management and Registrar	Job Vacancy No.: (if applicable) 2111 A 041
Job Title/Position: Senior College Recruiter	Specialized Area: Recruitment
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY22
Budget Number: 1110-14109-6093-501	Position No. (NBAPOSN): AVR005
Compensation: \$ 57,402 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 1 Step 2 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 03/01/22	End Date: n/a
<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> 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: Enrollment Management and Registrar	Job Vacancy No.: (if applicable) 2203 A 011
Job Title/Position: Coordinator of Recruitment	Specialized Area: Recruitment
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Vershonda Williams
Budget Number: 1110-14109-6093-501	Funded in which FY? FY22
Budget Number: 1110-14109-6093-501	Position No. (NBAPOSN): CRD001
Compensation: \$ 61,402 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 08 Step 3 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 05/18/22	End Date: n/a
<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> 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 Jerry Martinez Digitally signed by Jerry Martinez Date: 2022.05.03 10:33:27 -05'00'	Date	Approved by Dean Jerry Martinez Digitally signed by Jerry Martinez Date: 2022.05.03 09:56:25 -05'00'	Date
Approved by Division Chair	Date	Approved by Vice President Amanda Allen Digitally signed by Amanda Allen DN: cn=Amanda Allen, o=WCJC, ou=Personnel and HR, email=allen@wcjc.edu, c=US Date: 2022.05.03 10:18:04 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 5/4/22
Budget Approval <i>[Signature]</i>	Date 05/04/2022	Approved by President <i>[Signature]</i>	Date 5-2-22