

Banner ID # - - @	Last Name Falco, Robert K	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)  <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.

**CURRENT** Division/Unit: Technology  
Job Vacancy No.: (if applicable) 1708 S 073

Job Title/Position: IT Help Desk/Training Coordinator  
Specialized Area: Help Desk/Training Services

Budgeted Position?  Yes  No  
Funded in which FY? FY23

Budget Number: 1110-13033-6101-6081  
Position No. (NBAPOSN): PCR004

Compensation: \$ 37,125  
 Annual  
 Hourly  
 Other (explain)  
 Sched P  
 Grade 15  
 Step 7  
 Hourly Rate: (Part-time only)  
 \$ n/a per hr x n/a hrs/wk x n/a wks =  
 \$ n/a per year

Start Date: 09/30/13  
End Date: n/a  
 At-will-employee  
 Per contract  
 If temporary, anticipated termination date: n/a

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

**PROPOSED** Division/Unit: Technology  
Job Vacancy No.: (if applicable) 2210 A 043

Job Title/Position: Help Desk Manager  
Specialized Area: Technology

Budgeted Position?  Yes  No  
Name of Replaced Employee: n/a  
Funded in which FY? FY23

Budget Number: 1110-13033-6093-6081  
Position No. (NBAPOSN): PCR004

Compensation: \$ 46,525  
 Annual  
 Hourly  
 Other (explain)  
 Sched A  
 Grade 8  
 Step 10  
 Hourly Rate: (Part-time only)  
 \$ n/a per hr x n/a hrs/wk x n/a wks =  
 \$ n/a per year

Start Date: 10/19/22  
 At-will-employee  
 Per contract  
 If temporary, anticipated termination date: n/a

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Scott Towsley</b> <small>Digitally signed by Scott Towsley Date: 2022.12.06 16:36:08 -06'00'</small>	Approved by Dean  
Approved by Division Chair  	Approved by Vice President <b>Amanda Allen</b> <small>Digitally signed by Amanda Allen DN: cn=Amanda Allen, o=WCJC, ou=Planning and IE, email=astona@wcjc.edu, c=US Date: 2022.12.07 08:37:58 -06'00'</small>
Approved by Cabinet Level Supervisor  	Reviewed by Human Resources <i>[Signature]</i> 12/8/22
Budget Approval <i>[Signature]</i> 12/08/2022	Approved by President <i>[Signature]</i> 12-9-22