



**Personnel Action Form**  
Human Resources

Banner ID # @	Last Name <b>Falcon</b>	First <b>Jessica</b>	Middle Initial <b>R</b>	Telephone	
Address		City		State Zip	
<b>Part I: Check all that apply</b>					
Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input type="radio"/> Regular		<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input type="checkbox"/> Other (explain)	
<input checked="" type="radio"/> Full-Time <input 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. 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.					
<b>CURRENT</b> Division/Unit: TRIO Student Support Services Grant			Job Vacancy No.: (if applicable) 1509 A 008		
Job Title/Position: TRIO Student Support Services Director			Specialized Area: TRIO Grant		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY20		
Budget Number: 21174-6055-6185-400			Position No. (NBAPOSN): GND06T		
Compensation: \$ 68,068	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA Grade 4 Step 11	Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year		
Start Date: 09/01/19	End Date: 08/31/20	<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract	If temporary, anticipated termination date: 08/31/20		
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/4 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)					
<b>PROPOSED</b> Division/Unit: TRIO Student Support Services Grant			Job Vacancy No.: (if applicable) 1509 A 008		
Job Title/Position: TRIO Student Support Services Director			Specialized Area: TRIO Grant		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee:		
Budget Number: 21175-6055-6185-400			Funded in which FY? FY21		
Budget Number: 21175-6055-6185-400			Position No. (NBAPOSN): GND06T		
Compensation: \$ 68,068	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA Grade 4 Step 11	Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year		
Start Date: 09/01/20		<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract	If temporary, anticipated termination date: 08/31/2021		
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/4 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)					
Explanation of Action:					
<b>Part III: Position/Budget Authorization</b>					
Recommended by Supervisor/Department Head <i>Maryhelle P. Albrecht</i>		Dir. of Grants	Date 8-31-20	Approved by Dean	Date
Approved by Division Chair		Date	Approved by Vice President	Date	
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources <i>Judy J. Jones</i>	Date 9-15-2020	
Budget Approval <i>B. Stocari</i>		Date 9/15/2020	Approved by President <i>Betty McCreesh</i>	Date 9-15-20	