

Banner ID #	Last Name Perez, Marybelle	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 checked="" type="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<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: \_\_\_\_\_ Job Vacancy No.: (if applicable) \_\_\_\_\_

Job Title/Position: \_\_\_\_\_ Specialized Area: \_\_\_\_\_

Budgeted Position?  Yes  No Funded in which FY? \_\_\_\_\_

Budget Number: \_\_\_\_\_ Position No. (NBAPOSN): \_\_\_\_\_

Compensation:  Annual  Hourly  Other (explain) \_\_\_\_\_

Sched \_\_\_\_\_ Grade \_\_\_\_\_ Step \_\_\_\_\_

Hourly Rate: (Part-time only)  
\$ \_\_\_\_\_ per hr x \_\_\_\_\_ hrs/wk x \_\_\_\_\_ wks =  
\$ \_\_\_\_\_ per year

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  At-will-employee  Per contract

If temporary, anticipated termination date: \_\_\_\_\_

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

**PROPOSED** Division/Unit: Administration Job Vacancy No.: (if applicable) 1801 A 001

Job Title/Position: Director of Grant Writing & Compliance Specialized Area: Administration

Budgeted Position?  Yes  No Name of Replaced Employee: Marybelle Perez Funded in which FY? FY18

Budget Number: 1110-1306-6093-6082 Position No. (NBAPOSN): DIR028

Compensation: \$ 78,068  Annual  Hourly  Other (explain) \_\_\_\_\_

Sched CA \_\_\_\_\_ Grade 15 \_\_\_\_\_ Step 16 \_\_\_\_\_

Hourly Rate: (Part-time only)  
\$ N/A per hr x \_\_\_\_\_ hrs/wk x \_\_\_\_\_ wks =  
\$ \_\_\_\_\_ per year

Start Date: 03/28/18  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 <i>Betty A. Melnick</i> 3-20-18	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor <i>Betty A. Melnick</i> 3-20-18	Date	Reviewed by Human Resources <i>Jeff J. Jones</i> 3-21-18	Date
Budget Approval <i>B. Melnick</i> 3/21/18	Date	Approved by President <i>Betty A. Melnick</i> 3-21-18	Date