



Banner ID # @	Last Name Benich, Shane	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="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> 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 040
Job Title/Position: Jr. System Administrator	Specialized Area: Technology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY25
Budget Number: 1110-13035-6093-6081	Position No. (NBAPOSN): ITN001
Compensation: \$ 46,527	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 01/06/16	End Date: n/a
Sched <u>A</u> Grade <u>8</u> Step <u>5</u>	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
	<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:
 9 months 10 1/2 months 12 months Other (specify)

PROPOSED Division/Unit: Technology	Job Vacancy No.: (if applicable) 2408 A 036
Job Title/Position: Assistant Director of Technical Services	Specialized Area: Technology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1110-13035-6093-6081	Position No. (NBAPOSN): ITN001
Compensation: \$ 63,404	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 08/01/24	End Date: n/a
Sched <u>AA</u> Grade <u>1</u> Step <u>5</u>	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
	<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:
 9 months 10 1/2 months 12 months Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Robby Mathews Digitally signed by Robby Mathews Date: 2024.09.19 15:40:20 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President Amanda A. Allen Digitally signed by Amanda A. Allen DN: cn=Amanda A. Allen, o=SEMTC, email=aalena@wcjc.edu, c=US Date: 2024.09.20 07:49:42 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Jessie Johnson</i> 9/25/24	Date
Budget Approval <i>130K</i> Betty A. McCreary Date: 9/25/24	Date	Approved by President <i>Betty Melake</i> 9-25-24	Date