

Banner ID # @		Last Name Garcia, Jessica E.		First E.	Middle Initial	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 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															
<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: Administrative Services / Financial & Business Services					Job Vacancy No.: (if applicable) 2311 A 025										
Job Title/Position: Financial Accountant					Specialized Area: Business Office										
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No					Funded in which FY? FY24										
Budget Number: 1110-13022-6093-6002					Position No. (NBAPOSN): ACT003										
Compensation: \$ 64,737		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched AA Grade 1 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: 03/04/24		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 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)															
<b>PROPOSED</b> Division/Unit: Administrative Services / Financial & Business Services					Job Vacancy No.: (if applicable) 2406 A 021										
Job Title/Position: Assistant Controller					Specialized Area: Business Office										
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No					Name of Replaced Employee: n/a										
Budget Number: 1110-13022-6093-6002					Position No. (NBAPOSN): ACT004										
Compensation: \$ 64,737		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched AA Grade 1 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: 06/19/24				<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 ½ 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 <b>Gus Wessels</b> Digitally signed by Gus Wessels Date: 2024.06.04 15:47:24 -05'00'				Date				Approved by Dean <b>Gus Wessels</b> Digitally signed by Gus Wessels Date: 2024.06.04 15:47:43 -05'00'				Date			
Approved by Division Chair				Date				Approved by Vice President				Date			
Approved by Cabinet Level Supervisor <b>Gus Wessels</b> Digitally signed by Gus Wessels Date: 2024.06.04 15:47:34 -05'00'				Date				Reviewed by Human Resources <i>Rachel Johnson</i> 6/5/2024				Date			
Budget Approval <i>30K</i> <i>Apr 6-5-24</i>				Date				Approved by President <i>Becky McLeak</i> 6-6-24				Date			