



Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID # @	Last Name Arroyos, Jorge R	First	Middle Initial	Telephone
Address		City		State Zip
Part I: Check all that apply				
Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input checked="" type="radio"/> Support Staff <input checked="" 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) Change in title/assignment
<input 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: Enrollment Management and Registrar			Job Vacancy No.: (if applicable) 2204 A 016	
Job Title/Position: College Recruiter			Specialized Area: Recruitment	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY24	
Budget Number: 1110-14109-6093-501			Position No. (NBAPOSN): AVR004	
Compensation: \$ 46,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A Grade 05 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: 06/27/22	End Date: n/a	<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: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
PROPOSED Division/Unit: Academic Instruction / Communications and Fine Arts			Job Vacancy No.: (if applicable) 2309 F 048	
Job Title/Position: Instructor of Speech			Specialized Area: Speech	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: Christian Spencer	
Budget Number: 1110-14507-6091-100 40%; 1610-14507-6091-100 60%			Funded in which FY? FY24	
Compensation: \$ 52,550			<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 11
Start Date: 08/19/24			<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
If temporary, anticipated termination date: n/a				
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action:				
Part III: Position/Budget Authorization				
Recommended by Supervisor/Department Head		Date		Approved by Dean
Approved by Division Chair Patrick Ralls		Date		Approved by Vice President Leigh Ann Collins
Approved by Cabinet Level Supervisor		Date		Date
Budget Approval B. J. Kocian		Date 03/21/2024		Reviewed by Human Resources [Signature] 3/21/24
		Approved by President Betty A. McCrek		Date 3-21-24

Reg. 821

HR Requisition Number

2403

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Revised May 29, 2014