

Banner ID # @	Last Name Hoang, Tam	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="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 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) 1907 A 017
Job Title/Position: System Administrator	Specialized Area: Database & Application Services
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY23
Budget Number: 1110-13032-6093-6081	Position No. (NBAPOSN): ITO001
Compensation: \$ 72,735 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA _____ Grade 13 _____ 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: 08/05/19	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: Technology	Job Vacancy No.: (if applicable) 2210 A 041
Job Title/Position: System Administrator	Specialized Area: Technology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1110-13032-6093-6081	Position No. (NBAPOSN): ITO001
Compensation: \$ 73,403 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA _____ Grade 15 _____ 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: 10/19/22	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)	

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Robby Mathews Digitally signed by Robby Mathews Date: 2022.12.06 17:16:52 -06'00'	Date	Approved by Dean Scott Towsley Digitally signed by Scott Towsley Date: 2022.12.06 17:30:06 -06'00'	Date
Approved by Division Chair	Date	Approved by Vice President Amanda Allen Digitally signed by Amanda Allen DN: cn=Amanda Allen, o=WCJC, ou=Planning and IE, email=allen@wcjc.edu, c=US Date: 2022.12.07 08:35:01 -06'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 12/8/22
Budget Approval <i>[Signature]</i>	Date 12/08/2022	Approved by President <i>[Signature]</i>	Date 12-8-22