



**Wharton County
Junior College**

Personnel Action Form
Human Resources

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|---|--|---|--|---|
| Banner ID # | Last Name Fendley | First Susie | Middle Initial | Telephone |
| Address | | City | | State Zip |
| Part I: Check all that apply | | | | |
| Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input checked="" type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular | | <input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" 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: Institutional Research | | | Job Vacancy No.: (if applicable) N/A | |
| Job Title/Position: Research Specialist | | | Specialized Area: IR | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | | | Funded in which FY? FY 2019 | |
| Budget Number: 1110.13036.6101.602 | | | Position No. (NBAPOSN): SPC013 | |
| Compensation: \$ 35,925 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched P Grade 13 Step 9 | Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year | |
| Start Date: 09/15/09 | End Date: N/A | <input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract | If temporary, anticipated termination date: | |
| 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: Institutional Research | | | Job Vacancy No.: (if applicable) 1903 A 006 | |
| Job Title/Position: Senior Research Analyst | | | Specialized Area: IR | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | | | Funded in which FY? FY 2019 | |
| Budget Number: 1110.13036.6093.602 | | | Position No. (NBAPOSN): | |
| Compensation: \$ 61,402 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched AA Grade 1 Step 9 | Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year | |
| Start Date: April 1, 2019 | <input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract | | If temporary, anticipated termination date: | |
| 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: Change of position based on reorganization of IR Office. | | | | |
| Part III: Position/Budget Authorization | | | | |
| Recommended by Supervisor/Department Head <i>[Signature]</i> | | Approved by Dean Date: 03/07/19 | | |
| Approved by Division Chair Date: | | Approved by Vice President Date: | | |
| Approved by Cabinet Level Supervisor Date: | | Reviewed by Human Resources <i>[Signature]</i> Date: 03/07/19 | | |
| Budget Approval <i>[Signature]</i> | | Approved by President <i>[Signature]</i> Date: 3/7/19 | | |