

Banner ID # _____ @ _____	Last Name Ochoa, Rose	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 checked="" type="radio"/> Temporary <input type="radio"/> Full-Time <input type="radio"/> Regular <input type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Extension of temporary full time position
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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: Vocational Instruction	Job Vacancy No.: (if applicable) 2101 A 013
Job Title/Position: Coordinator of Vocational Support Services	Specialized Area: Perkins Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY22
Budget Number: 214896.6003.6143.102	Position No. (NBAPOSN): GNC02T
Compensation: <input checked="" type="radio"/> Annual \$ 56,071 <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>GNT</u> Grade <u>1</u> Step <u>5</u> Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 09/01/21 End Date: n/a	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract If temporary, anticipated termination date: 08/31/22

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

PROPOSED Division/Unit: Vocational Instruction	Job Vacancy No.: (if applicable) 2101 A 013
Job Title/Position: Coordinator of Vocational Support Services	Specialized Area: Perkins Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: n/a	Funded in which FY? FY23
Budget Number: 214896.6003.6143.102	Position No. (NBAPOSN): GNC02T
Compensation: <input checked="" type="radio"/> Annual \$ 56,071 <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>GNT</u> Grade <u>1</u> Step <u>5</u> Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 09/01/22	<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract If temporary, anticipated termination date: 08/31/23

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

Explanation of Action:
 *Current budget number is for FY 21-22. This will need to be updated once the new Perkins proposal is accepted and budget updated.

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Donald S Smith Digitally signed by Donald S Smith Date: 2022.07.19 13:16:23 -05'00'	Approved by Dean Donald S Smith Digitally signed by Donald S Smith Date: 2022.07.19 13:16:46 -05'00'
Approved by Division Chair	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2022.07.19 16:09:28 -05'00'
Approved by Cabinet Level Supervisor	Reviewed by Human Resources <i>[Signature]</i> 7/25/22
Budget Approval <i>[Signature]</i> Date: 07/25/2022	Approved by President <i>[Signature]</i> Date: 7-26-22