
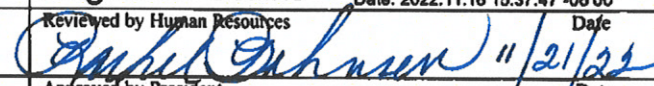



Banner ID # @	Last Name Zekavat	First Taraneh	Middle Initial	Telephone
Address		City		State Zip
<b>Part I: Check all that apply</b>				
Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input type="radio"/> Regular		<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input type="checkbox"/> Other (explain)
<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: Instruction			Job Vacancy No.: (if applicable) 1608 A 015	
Job Title/Position: Adult Education & Literacy Director			Specialized Area: Adult Education & Literacy	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? 23	
Budget Number: 218918.6012.6185.1012			Position No. (NBAPOSN): DIR25T	
Compensation: \$ 73,402	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA Grade 8 Step 14	Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year	
Start Date: 9/1/2022	End Date:	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 8/31/2023	
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)				
<b>PROPOSED</b> Division/Unit: Instruction			Job Vacancy No.: (if applicable) 1608 A 015	
Job Title/Position: Adult Education & Literacy Director			Specialized Area: Adult Education & Literacy	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: N/A	
Budget Number: 218918.6012.6185.1012			Funded in which FY? 23	
Budget Number: 218918.6012.6185.1012			Position No. (NBAPOSN): DIR25T	
Compensation: \$ 78,735	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA Grade 15 Step 14	Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year	
Start Date: 11/16/2022		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 8/31/2023	
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: Upgrade to pay grade.				
<b>Part III: Position/Budget Authorization</b>				
Recommended by Supervisor/Department Head		Date	Approved by Dean	
Approved by Division Chair		Date	Approved by Vice President	
Approved by Cabinet Level Supervisor		Date	Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2022.11.16 15:37:47 -06'00'	
Budget Approval		Date	Reviewed by Human Resources	
		11/21/2022	 11/21/22	
			Approved by President  11/28/22	