

Personnel Action Form
 Human Resources

Banner ID # @	Last Name Hermes, Emma	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="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Change in title/assignment
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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: Enrollment Management and Registrar	Job Vacancy No.: (if applicable) 2206 S 036
Job Title/Position: Graduation Specialist	Specialized Area: Admissions and Registration
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY24
Budget Number: 1110-1310-6101-500	Position No. (NBAPOSN): SPC026
Compensation: \$ 36,150	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 09/07/21	End Date: n/a
<input checked="" type="radio"/> At-will-employee <input 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
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Enrollment Management and Registrar	Job Vacancy No.: (if applicable) 2404 A 008
Job Title/Position: College Recruiter	Specialized Area: Recruitment
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Sarah Lynch
Budget Number: 1110-14109-6093-501	Position No. (NBAPOSN): AVR005
Compensation: \$ 41,193	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 07/17/24	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ 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 Armando Palomino McClure <small>Digitally signed by Armando Palomino McClure Date: 2024.07.02 15:59:32 -05'00'</small>	Approved by Dean Jerry Martinez <small>Digitally signed by Jerry Martinez Date: 2024.07.02 16:05:50 -05'00'</small>
Approved by Division Chair	Approved by Vice President Amanda A. Allen <small>Digitally signed by Amanda A. Allen DN: cn=Amanda A. Allen, o=JCSEMIT, email=allen@wcjc.edu, c=US Date: 2024.07.03 06:40:06 -05'00'</small>
Approved by Cabinet Level Supervisor	Reviewed by Human Resources <i>Rachel Johnson</i> 7/12/2024
Budget Approval <i>Bob</i>	Approved by President <i>Butch Merriam</i> 7-15-24