

Banner ID #	Last Name Benich	First Shane	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"/> Full-Time <input checked="" type="radio"/> Regular <input type="radio"/> Part-Time	<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
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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: Information Technology	Job Vacancy No.: (if applicable) 1604 S 012
Job Title/Position: IT Reliability/Maintenance Technician	Specialized Area: Information Technology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY19
Budget Number: 1110-13035-6114-6081	Position No. (NBAPOSN): TE1006
Compensation: \$ 35,825	<input checked="" type="radio"/> Annual Sched <u> P </u> <input type="radio"/> Hourly Grade <u> 15 </u> <input type="radio"/> Other (explain) Step <u> 4 </u>
Start Date: 05/09/16	End Date: _____ <input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ <u> NA </u> per hr x <u> NA </u> hrs/wk x <u> NA </u> wks = \$ <u> NA </u> per year	
If temporary, anticipated termination date: n/a	

Position is funded for the following number of months/weeks:
 9 months 10 ½ months 12 months Other (specify)

PROPOSED Division/Unit: Information Technology	Job Vacancy No.: (if applicable) 1908 A 019
Job Title/Position: Network Administrator	Specialized Area: Information Technology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Robby Mathews
Budget Number: 1110-13035-6093-6081	Position No. (NBAPOSN): ITN001
Compensation: \$ 64,736	<input checked="" type="radio"/> Annual Sched <u> AA </u> <input type="radio"/> Hourly Grade <u> 10 </u> <input type="radio"/> Other (explain) Step <u> 4 </u>
Start Date: 09/01/19	<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ <u> NA </u> per hr x <u> NA </u> hrs/wk x <u> NA </u> wks = \$ <u> NA </u> per year	
If temporary, anticipated termination date: n/a	

Position is funded for the following number of months/weeks:
 9 months 10 ½ months 12 months Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Pam Youngblood	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President Pam Youngblood	Date
Approved by Cabinet Level Supervisor Pam Youngblood	Date	Reviewed by Human Resources <i>[Signature]</i>	Date
Budget Approval <i>[Signature]</i>	Date	Approved by President <i>[Signature]</i>	Date