



Personnel Action Form

Human Resources

Banner ID # @	Last Name Cavazos, Rachel	First Rachel	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="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
<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: Enrollment Management		Job Vacancy No.: (if applicable) 2205 A 023	
Job Title/Position: Assistant Director of Financial Aid		Specialized Area: Financial Aid	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY25	
Budget Number: 1110-13024-6093-501		Position No. (NBAPOSN): ADR001	
Compensation: \$ 68,071	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 1 Step 12	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 07/05/22	End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: n/a
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: Administrative Services		Job Vacancy No.: (if applicable) 2408 A 032	
Job Title/Position: Financial Accountant		Specialized Area: Business Office	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Jessica Garcia	Funded in which FY? FY25	
Budget Number: 1110-13022-6093-6002		Position No. (NBAPOSN): ACT003	
Compensation: \$ 68,071	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 1 Step 12	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 11/20/24		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: n/a
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 Gus Wessels Digitally signed by Gus Wessels Date: 2024.10.24 12:56:38 -05'00'	Approved by Dean Gus Wessels Digitally signed by Gus Wessels Date: 2024.10.24 12:56:48 -05'00'
Approved by Division Chair _____ Date	Approved by Vice President _____ Date
Approved by Cabinet Level Supervisor Gus Wessels Digitally signed by Gus Wessels Date: 2024.10.24 12:56:21 -05'00'	Reviewed by Human Resources <i>Sarah Johnson</i> 10/24/24 Date
Budget Approval <i>Betty A. McCrehan</i> 11/24/24 Date	Approved by President <i>Betty A. McCrehan</i> 11/29/24 Date