

Banner ID # @	Last Name Benich, Shane	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="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) <b>Change in Title/Assignment</b>
<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: Information Technology Job Vacancy No.: (if applicable) 1604 S 012

Job Title/Position: IT Reliability/Maintenance Technician Specialized Area: Technology

Budgeted Position?  Yes  No Funded in which FY? FY23

Budget Number: 1110-13035-6114-6081 Position No. (NBAPOSN): TE1006

Compensation: \$ 36,475	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched P Grade 15 Step 5	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 01/06/16	End Date: n/a	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: n/a

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

**PROPOSED** Division/Unit: Strategy, Enrollment Management & Technology Job Vacancy No.: (if applicable) 2210 A 040

Job Title/Position: Jr. System Administrator Specialized Area: Technology

Budgeted Position?  Yes  No Name of Replaced Employee: n/a Funded in which FY? FY23

Budget Number: 1110-13035-6093-6081 Position No. (NBAPOSN): ITN001

Compensation: \$ 41,859	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A Grade 8 Step 3	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 10/19/22		<input checked="" 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:  
 9 months  10 1/2 months  12 months  Other (specify)

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Robby Mathews</b> Digitally signed by Robby Mathews Date: 2022.12.06 17:16:34 -06'00'	Date	Approved by Dean <b>Scott Towsley</b> Digitally signed by Scott Towsley Date: 2022.12.06 17:29:34 -06'00'	Date
Approved by Division Chair	Date	Approved by Vice President <b>Amanda Allen</b> Digitally signed by Amanda Allen DN: cn=Amanda Allen, o=WCJC, ou=Planning and IE, email=allen@wcjc.edu, c=US Date: 2022.12.07 08:34:45 -06'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 12/8/22
Budget Approval <i>[Signature]</i>	Date 12/08/2022	Approved by President <i>[Signature]</i>	Date 12-9-22