



Banner ID #	Last Name Salinas, Jeremy	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 checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input 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		

**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.

<b>CURRENT</b> Division/Unit:	Job Vacancy No.: (if applicable)
Job Title/Position:	Specialized Area:
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Funded in which FY?
Budget Number:	Position No. (NBAPOSN):
Compensation: \$	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	End Date:
<input checked="" type="checkbox"/> At-will-employee <input type="checkbox"/> Per contract	
If temporary, anticipated termination date:	

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

<b>PROPOSED</b> Division/Unit: Technology	Job Vacancy No.: (if applicable) 1901 A 004
Job Title/Position: Systems Analyst	Specialized Area: Information Systems
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Mitch Nguyen
Funded in which FY? FY19	
Budget Number: 1110-13030-6093-602	Position No. (NBAPOSN): ITS003
Compensation: \$ 66,069	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched AA Grade 12 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: 04/22/2019	<input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract
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 <b>Allyson Chuc</b> <small>Digitally signed by Allyson Chuc DN: cn=Allyson Chuc, o=Wharton County Junior College, ou=IT Department, email=chuc@wcjc.edu, c=US Date: 2019.03.29 17:00:39 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President <b>Pam Youngblood</b> <small>Digitally signed by Pam Youngblood DN: cn=Pam Youngblood, o=Wharton County Junior College, ou=Vice President of Technology and IR, email=pamy@wcjc.edu, c=US Date: 2019.03.29 17:19:21 -0500</small>	Date
Approved by Cabinet Level Supervisor <b>Pam Youngblood</b> <small>Digitally signed by Pam Youngblood DN: cn=Pam Youngblood, o=Wharton County Junior College, ou=Vice President of Technology and IR, email=pamy@wcjc.edu, c=US Date: 2019.03.29 17:19:05 -0500</small>	Date	Reviewed by Human Resources	Date
Budget Approval <b>B. Okon</b>	Date 4/3/19	Approved by President <b>Betty G. Melnick</b>	Date 4-3-19

*[Handwritten signature]*