

## Personnel Action Form

Human Resources

Banner ID # @	Last Name Var, Pisal	First	Middle Initial	Telephone
Address		City		State Zip
<b>Part I: Check all that apply</b>				
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 type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time				
<b>Part II: Assignment/Accounting</b> 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: Strategy, Enrollment Management & Technology			Job Vacancy No.: (if applicable) 1808 S 061	
Job Title/Position: IT Technician			Specialized Area: Networking and Server Services	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY24	
Budget Number: 1110-13035-6114-6081			Position No. (NBAPOSN): TS1005	
Compensation: \$ 35,275	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched P _____ Grade 13 _____ 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: 09/04/18	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: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
<b>PROPOSED</b> Division/Unit: Strategy, Enrollment Management & Technology			Job Vacancy No.: (if applicable) 2309 A 019	
Job Title/Position: Functional Analyst			Specialized Area: Data and Enterprise Applications	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: Philip Murad	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY24	
Budget Number: <del>1110-13030-6093-602</del> 1110-13036-6073-602 <sup>130K</sup>			Position No. (NBAPOSN): ITS001	
Compensation: \$ 49,859	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A _____ Grade 15 _____ Step 6 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 01/17/24		<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: <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:				
<b>Part III: Position/Budget Authorization</b>				
Recommended by Supervisor/Department Head <b>Tessa Mathews</b> <small>Digitally signed by Tessa Mathews          DN: cn=Tessa Mathews, o=WCJC, ou=Director of Institutional Research,          email=tmathews@wcjc.edu, c=US          Date: 2023.12.01 10:29:01 -0600</small>		Date		Approved by Dean  Date
Approved by Division Chair		Date		Approved by Vice President <b>Amanda Allen</b> <small>Digitally signed by Amanda Allen, o=WCJC, ou=Planning and IE, email=raena@wcjc.edu,          c=US          Date: 2023.12.01 14:45:24 -0600</small>
Approved by Cabinet Level Supervisor		Date		Reviewed by Human Resources <i>(Signature)</i> 12/5/23
Budget Approval <i>(Signature)</i>		Date 12/05/2023		Approved by President <i>(Signature)</i> 12-5-23