

Personnel Action Form Human Resources

Banner ID 7	Last Name	First	Middl	e Initial	Telephone	
Address	,		City		State Zip	
Part I: Check all that apply						
Classification: Administrative/Professional Staff Faculty Support Staff O Temporary O Full-Time		<ul> <li>New Employee</li> <li>Extension</li> <li>Salary Adjustment</li> <li>Separation (date:</li> </ul>		Other (explain)		
• Regular • • 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:				Job Vacancy No.: (if applicable)		
Job Title/Position:				Specialized Area:		
Budgeted Position? OYes ONo				Funded in which FY?		
Budget Number:				Position No. (NI	Position No. (NBAPOSN):	
Compensation:	Annual Hourly	<b>O</b> Hourly Grade		\$per hr	Hourly Rate: (Part-time only) \$ per hr x hrs/wk x wks =	
Start Date:	O Other (explain) Step		O At-will-employee	\$per year		
Start Date:	Start Date: End Date: OAt-will-employ Per contract			If temporary, anticipated termination date:		
Position is funded for the following number of months/weeks: 9 months 0 10 ½ months 0 12 months 0 Other (specify)						
PROPOSED Division/Unit: Planning and Institutional Effectiveness					Job Vacancy No.: (if applicable) 2101 A 001	
Job Title/Position: Coordinator of Grants Management and Compliance				Specialized Area Grants	Specialized Area: Grants	
Budgeted Position? OYes ONo Name of Replaced Employee: Marybelle Perez				Funded in which FY? FY21		
Budget Number: 1110-115-6093-60104				Position No. (NE	Position No. (NBAPOSN): CRD023	
Compensation:	O Annual				Hourly Rate: (Part-time only) n/a per hr x $n/a$ hrs/wk x $n/a$ wks =	
\$ 62,736	O Hourly O Other (expla	ain) Grade <u>0</u>		$\frac{3}{n/a}$ per year $\frac{3}{n}$		
Start Date: May 3, 2021			At-will-employee Per contract			
Position is funded for the following number of months/weeks: <b>O</b> 9 months <b>O</b> 10 ½ months <b>O</b> 12 months <b>O</b> Other (specify)						
Explanation of Action:						
Part III: Position/Budget Authorization						
Recommended by Supervisor/Department Head         Date         A           Amanda Allen         Didaty signed by Amanda Allen Did conformational Addition (CC, our Planning and E, amaiPedersa@wcjc.edu, cru/3 Date 2004/01/19 10:153-0000         A				Approved by Dean Date		
Approved by Division C		aus	Approved by Vice President Date			
Approved by Division Chair Date				Amanda Allon Digitally signed by Amenda Allen Dit: cm Amanda Allen Dit: cm Amanda Allen or WCJC, ou=Planning and IE, emeij=allena@wcjo.edu,		
Approved by Cabinet Le	Dat		Reviewed by Human Resources Date Date Date Date Date Date Date Date			
Budget Approval B. OKocian 04/21/2021				Approved by President pate Detty, le. Mc Cucher 9-21-21		
Reg. 821 HR I	Requisition Number A 210	04 0012		1	Revised May 29, 2014	