



**Wharton County  
Junior College**

**Personnel Action Form**  
Human Resources

Banner ID :	Last Name	First	Middle Initial	Telephone
	Mahalitc, Cindy			
Address		City		State Zip

**Part I: Check all that apply**

Classification:	<input checked="" type="checkbox"/> New Employee	<input type="checkbox"/> Other (explain)
<input checked="" type="radio"/> Administrative/Professional Staff	<input type="checkbox"/> Extension	
<input type="radio"/> Faculty	<input type="checkbox"/> Salary Adjustment	
<input type="radio"/> Support Staff	<input type="checkbox"/> Separation (date: _____)	
<input type="radio"/> Temporary	<input checked="" type="radio"/> Full-Time	
<input checked="" type="radio"/> Regular	<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:	Hourly Rate: (Part-time only)
\$	\$ _____ per hr x _____ hrs/wk x _____ wks =
<input type="radio"/> Annual	\$ _____ per year
<input type="radio"/> Hourly	
<input type="radio"/> Other (explain)	
Sched _____	
Grade _____	
Step _____	
Start Date:	End Date:
	<input checked="" type="radio"/> At-will-employee
	<input type="radio"/> 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:	Job Vacancy No.: (if applicable)
Planning and Institutional Effectiveness	2101 A 001
Job Title/Position:	Specialized Area:
Coordinator of Grants Management and Compliance	Grants
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY21
Name of Replaced Employee: Marybelle Perez	
Budget Number: 1110-115-6093-60104	Position No. (NBAPOSN): CRD023
Compensation:	Hourly Rate: (Part-time only)
\$ 62,736	\$ n/a per hr x n/a hrs/wk x n/a wks =
<input checked="" type="radio"/> Annual	\$ n/a per year
<input type="radio"/> Hourly	
<input type="radio"/> Other (explain)	
Sched AA	
Grade 01	
Step 10	
Start Date: May 3, 2021	<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 ½ months ☒ 12 months ☐ Other (specify)

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head	Date	Approved by Dean	Date
Amanda Allen			
Approved by Division Chair	Date	Approved by Vice President	Date
		Amanda Allen	
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date
B. Okocian	04/21/2021		