

Banner ID # @	Last Name Tamayo, Wendy D.	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) Change in title/assignment
<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: Vocational Instruction

Job Title/Position: Coordinator of Vocational Support Services

Budgeted Position? Yes No

Budget Number: 214898-6003-6143-102

Compensation: \$ 64,075

Start Date: 05/11/16

End Date: n/a

Position is funded for the following number of months/weeks: 12 months

Job Vacancy No.: (if applicable) 2302 A 002

Specialized Area: Perkins Grant

Funded in which FY? FY25

Position No. (NBAPOSN): GNC02T

Sched: GNT
Grade: 1
Step: 11

Hourly Rate: (Part-time only)
\$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

At-will-employee
Per contract

If temporary, anticipated termination date: n/a

PROPOSED Division/Unit: Enrollment Management & Registrar

Job Title/Position: Assistant Director of Admissions and Registration

Budgeted Position? Yes No Name of Replaced Employee: n/a

Budget Number: 1110-1310-6093-500 50%; 21184-6071-6113-501 50%

Compensation: \$ 67,404

Start Date: 01/22/25

Position is funded for the following number of months/weeks: 12 months

Job Vacancy No.: (if applicable) 2410 A 041

Specialized Area: Admissions and Registration

Funded in which FY? FY25

Position No. (NBAPOSN): ADR006

Sched: AA
Grade: 1
Step: 11

Hourly Rate: (Part-time only)
\$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

At-will-employee
Per contract

If temporary, anticipated termination date: n/a

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Emily Voulgaris	Date	Approved by Dean Jerry Martinez	Date
Approved by Division Chair	Date	Approved by Vice President <i>[Signature]</i>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date
Budget Approval BOK Betty A. McCracken	Date 12/11/24	Approved by President <i>[Signature]</i>	Date 12-11-24