

Banner ID # @	Last Name Arroyos, Jorge R	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="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> 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.

CURRENT Division/Unit:

Job Title/Position:

Budgeted Position? Yes No

Budget Number:

Compensation: Annual Hourly Other (explain)

Sched _____ Grade _____ Step _____

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

Start Date: End Date: At-will-employee Per contract

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

PROPOSED Division/Unit:
Enrollment Management and Registrar

Job Title/Position:
College Recruiter

Budgeted Position? Yes No Name of Replaced Employee: **Johnnie Svatek**

Budget Number: **1110-14109-6093-501**

Compensation: Annual Hourly Other (explain)
\$ **43,858**

Sched A Grade 05 Step 10

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

Start Date: **06/27/22** At-will-employee Per contract

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 Armando Palomino McClure Digitally signed by Armando Palomino McClure Date: 2022.06.10 08:54:24 -07'00'	Date	Approved by Dean Jerry Martinez Digitally signed by Jerry Martinez Date: 2022.06.10 14:13:11 -05'00'	Date
Approved by Division Chair	Date	Approved by Vice President Amanda Allen Digitally signed by Amanda Allen DN: cn=Amanda Allen, o=WCJC, ou=Planning and IE, email=allen@wcjc.edu, c=US Date: 2022.06.10 14:36:04 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date
Budget Approval <i>[Signature]</i>	Date 06/15/2022	Approved by President <i>[Signature]</i>	Date 6-15-22