



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # @	Last Name Reeves, Lindsey	First	Middle Initial	Telephone
Address		City		State Zip
Part I: Check all that apply				
Classification: ☒ Administrative/Professional Staff ☐ Faculty ☐ Support Staff ☐ Temporary ☒ Regular		☐ New Employee ☐ Extension ☐ Salary Adjustment ☐ Separation (date: _____)		☒ Other (explain) Change in title/assignment
☒ Full-Time ☐ 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: Finance and Administrative Services			Job Vacancy No.: (if applicable) 2110 S 071	
Job Title/Position: Communications Specialist/Receptionist			Specialized Area: Business Office	
Budgeted Position? ☒ Yes ☐ No			Funded in which FY? FY26	
Budget Number: 1110-13031-6101-6100			Position No. (NBAPOSN): PBX001	
Compensation: \$ 29,850	☒ Annual ☐ Hourly ☐ Other (explain)	Sched <u>0</u> Grade <u>6</u> Step <u>5</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year	
Start Date: 04/17/23	End Date: n/a	☒ At-will-employee ☐ Per contract	If temporary, anticipated termination date: n/a	
Position is funded for the following number of months/weeks: ☐ 9 months ☐ 10 1/4 months ☒ 12 months ☐ Other (specify)				
PROPOSED Division/Unit: Information Technology			Job Vacancy No.: (if applicable) 2603 A 009	
Job Title/Position: Help Desk Analyst			Specialized Area: Help Desk	
Budgeted Position? ☒ Yes ☐ No			Name of Replaced Employee: n/a	
Budget Number: 1110-13033-6093-6081			Position No. (NBAPOSN): HDA001	
Compensation: \$ 45,194	☒ Annual ☐ Hourly ☐ Other (explain)	Sched <u>A</u> Grade <u>1</u> Step <u>8</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year	
Start Date: TBD 07/01/26 Kn		☒ At-will-employee ☐ Per contract	If temporary, anticipated termination date: n/a	
Position is funded for the following number of months/weeks: ☐ 9 months ☐ 10 1/4 months ☒ 12 months ☐ Other (specify)				
Explanation of Action:				
Part III: Position/Budget Authorization				
Recommended by Supervisor/Department Head Robert Falco Digitally signed by Robert Falco Date: 2026.06.01 09:11:41 -05'00'		Approved by Dean Date		
Approved by Division Chair Robby Mathews Digitally signed by Robby Mathews Date: 2026.06.02 10:35:18 -05'00'		Approved by Vice President Date		
Approved by Cabinet Level Supervisor Date		Reviewed by Human Resources Date		
Budget Approval Scott Cuyler Date: 6/2/26		Approved by President Date: 06/06/26		