



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # @	Last Name Cano, Oscar	First	Middle Initial	Telephone
Address		City	State	Zip

Part I: Check all that apply

Classification: ☒ Administrative/Professional Staff ☐ Faculty ☐ Support Staff ☐ Temporary ☒ Regular	☐ Full-Time ☐ Part-Time	☐ New Employee ☐ Extension ☐ Salary Adjustment ☐ Separation (date: _____)	☒ Other (explain) Change in title/assignment
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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: Institutional Research		Job Vacancy No.: (if applicable) 2309 A 020	
Job Title/Position: Research Analyst		Specialized Area: Institutional Research	
Budgeted Position? ☒ Yes ☐ No		Funded in which FY? FY26	
Budget Number: 1110-13036-6093-602		Position No. (NBAPOSN): REA001	
Compensation: \$ 51,194	☒ Annual ☐ Hourly ☐ Other (explain)	Sched A Grade 15 Step 3	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 01/17/24	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 1/2 months ☒ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Institutional Research		Job Vacancy No.: (if applicable) 2606 A 023	
Job Title/Position: Senior Research Analyst		Specialized Area: Institutional Research	
Budgeted Position? ☒ Yes ☐ No	Name of Replaced Employee: Lea Kostelnik	Funded in which FY? FY27	
Budget Number: 1110-13036-6093-602		Position No. (NBAPOSN): CRD019	
Compensation: \$ 63,879	☒ Annual ☐ Hourly ☐ Other (explain)	Sched AA Grade AD4 Step n/a	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 09/16/26		☐ 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 1/2 months ☒ 12 months ☐ Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Lea Kostelnik Digitally signed by Lea Kostelnik Date: 2026.08.25 14:44:49 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor Lindsey McPherson Digitally signed by Lindsey McPherson Date: 2026.08.25 14:49:24 -05'00'	Date	Reviewed by Human Resources <i>[Signature]</i> 08/27/26	Date
Budget Approval <i>[Signature]</i> 8-26-26	Date	Approved by President <i>[Signature]</i> 08/27/26	Date