

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Position Vacancies and Hires

DATE: September 23, 2020

POSITION VACANCIES

Classified

Testing Assistant (FT)
Education Services Representative, LLCC Litchfield (PT)
Information Technology Specialist (FT)
General Merchandise Technician (FT)
Building Custodian (FT)
Child Development Assistant (FT)
Program Assistant, Adult Education & Literacy (FT)
LLCC Foundation Marketing Specialist (FT)

Professional

Nursing Skills Lab Professional (PT)
Adult Education Coordinator (FT)
Application Developer I - 3 (FT)

Faculty

Certified Nursing Assistant Instructor (FT)
Practical Nursing Instructor (FT)

HIRES

Katie McDannald Education Services Rep, LLCC Jacksonville 09/01/20

RESIGNATION

Aleasha Fenton Child Development Assistant 10/15/20
Bonita Bentley Help Desk Specialist 09/24/20

Salary Grade Adjustment

The JDQ for Holly Walton, Purchasing Assistant, was recently reevaluated due to the elimination of the Purchasing Manager position resulting in additional duties added to her position. Her position is now placed in salary grade F with a title change to Purchasing Coordinator. The effective date is retroactive to September 1, 2020.

The JDQ for Darla Cochran, Workforce Enrollment Specialist, was recently reevaluated due to job description revisions stemming from her position moving from Academic Services to Student Services. Her position is now placed in salary grade F with an effective date of September 9, 2020.