



William S. Hart Union High School District  
Personnel Commission

**Castaic High School Classified Staffing  
Information and FAQs**

Classified positions are non-teaching positions. The Classified Service includes a wide variety of positions, such as Campus Supervisors, Instructional Assistants, Secretaries, Custodians, Health Services Technicians and Information Technology Specialists.

Hiring for Castaic High School will be handled as all other Classified hiring is handled. Positions will typically be filled by lateral transfer, or by a candidate who has placed among the top three ranks on an eligibility list after successfully completing a competitive exam process. There are some, much less common, means of filling positions (such as with a reinstated former employee), which will not be outlined in this document.

**LATERAL TRANSFERS**

To be eligible for a lateral transfer, you must be one of the following:

- A permanent employee of WSHUHSD who has successfully completed the probationary period in the job classification of interest. *(EXAMPLE: A Campus Supervisor at Valencia HS has passed his/her Campus Supervisor probationary period. This employee is eligible to apply as a lateral transfer to a Campus Supervisor position at Castaic HS. NON-QUALIFYING EXAMPLE: An Instructional Assistant has passed his/her Instructional Assistant probationary period at Valencia HS and applies for a lateral transfer to a Secretary position at Castaic HS. This employee is not eligible to proceed as a lateral transfer.)*

OR

- A permanent employee of WSHUHSD (passed probation) who is currently in the **same salary range** as the vacant position. This employee is not in the same job classification as the vacancy but has demonstrated that he/she is **currently** performing similar job duties. (These instances are not common and must be approved by Human Resources.)

\*A permanent employee seeking a promotional opportunity (a position of higher salary) is NOT eligible for a lateral transfer, regardless of qualifications/past experience. In this case, the employee must apply and, if qualified, participate in the exam process for the position of interest.

Lateral Transfer opportunities are posted on the District website, [www.hartdistrict.org](http://www.hartdistrict.org) (Job Opportunities), “Classified – Lateral Transfers” section. See link below. To apply, simply complete the brief online lateral transfer application found within the lateral transfer posting. If you qualify as a lateral applicant, you will be eligible to proceed to a selection interview with Castaic HS.

<https://www.hartdistrict.org/apps/pages/opportunities>

If Castaic HS selects a lateral transfer applicant for one of their vacancies, that will likely result in the opening of the same position at the school site from which the selected employee is transferring. This will create another job opportunity.

## **ELIGIBILITY LIST**

If you are not a District employee or you are a District employee seeking a promotional opportunity, you will need to apply for the position(s) of interest as exam opportunities become available. Exam announcements are posted on the District website, [www.hartdistrict.org](http://www.hartdistrict.org) (Job Opportunities), under the “Classified – Exam Announcements/Job Opportunities” section. See link below.

<https://www.hartdistrict.org/apps/pages/opportunities>

After applying, your application will be evaluated. If qualified, you will be invited to participate in the competitive exam process. Once testing is complete, an eligibility list is established. Successful candidates are ranked on this list according to final score. This list is valid for one year. Should Castaic HS have a vacancy to fill in this job classification while the list is in effect, the top three ranks of candidates will be interviewed by Castaic HS (unless a lateral transfer applicant is selected).

Please note that some positions are posted as “Promotional Only” opportunities and will not be available to non-permanent WSHUHSD employees.

Please also note that eligibility lists for many classifications are already in effect, so there may not be an immediate opportunity for you to apply and test. ***HYPOTHETICAL EXAMPLE: We tested for Campus Supervisor in October 2018. The eligibility list will be in effect through October 2019. Castaic HS needs to fill one Campus Supervisor position in August 2019. Castaic will interview the top three ranks of candidates from the existing eligibility list. This means that if you did not already test and place on the list in October, you will not have an opportunity to interview for this position. (However, please watch for future exam announcements, as Castaic will likely hire more Campus Supervisors at a later date. You may have an opportunity to get on the NEXT eligibility list, following the October 2019 list expiration.)***

## **FREQUENTLY ASKED QUESTIONS**

**(Please check back as this section will be updated as needed.)**

### **How do I sign up to take a test?**

Once you see an Exam Announcement posted on the District website, please follow the instructions within the announcement to apply. If you meet the minimum qualifications for the position, you will be invited to take the test.

**Do I have to take multiple tests?**

You must apply and participate in the exam process for each position of interest.

**How do I find out when you will be testing for my position of interest?**

Unfortunately, it can be difficult to predict when exams will be scheduled. Often times, unexpected, high priority vacancies occur, which require us to adjust our testing schedule. The best way to keep informed is to check the District website/Job Opportunities page. You may also sign up for email notifications. Once you have signed up, you will be set up to receive email alerts any time a new job/exam announcement is posted that is open to the public. See link below to complete the form and sign up for Job Opportunities notifications. (Note: This feature is not advisable for District employees. District employees should check the District website and/or their work location job posting area for announcements.)

[https://www.hartdistrict.org/apps/pages/index.jsp?uREC\\_ID=324262&type=d&pREC\\_ID=732169](https://www.hartdistrict.org/apps/pages/index.jsp?uREC_ID=324262&type=d&pREC_ID=732169)

**How many jobs will be available at Castaic HS?**

We are still evaluating our staffing needs. Please keep in mind that only 9<sup>th</sup> graders will be attending Castaic HS in the fall, so staffing will not be at full capacity. As staffing needs are determined, lateral transfer and/or exam announcements will be posted on the District website.

**How may I submit my resume for your review?**

We ask all applicants to apply online using the link provided in each exam announcement. We will not accept resumes in lieu of a thoroughly completed online application, nor will we accept applications or resumes for positions not yet available.

**HOW CAN WE ASSIST YOU?**

If you still have questions, please feel free to contact Tina Cermeno in Human Resources at

661-259-0033, ext 410.