

William S. Hart Union High School District  
**Personnel Commission**  
*An Equal Opportunity Employer*

**EMPLOYMENT PROCEDURES**

*Your questions answered about non-teaching jobs and how to apply for them.*

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**What is the Merit System?**

The Merit System is a system of rules and procedures similar to civil service pertaining to classified (non-teaching) personnel. Its fundamental purpose is to ensure that employees are selected, promoted and retained solely on the basis of merit and fitness through a process of competitive examination.

**How do I find out about upcoming examinations?**

Exam announcements (also referred to as job postings) are posted on the District's website and at all school sites for 15 working days and contain important information including salary range, minimum qualifications, application deadline and instructions, and tentative exam dates. It is highly recommended that you print the exam announcement for your records, as after the application deadline, it will no longer be posted on the District's website, and you will want to be aware of exam and notification dates.

You may also take advantage of our **eNotify** feature. This feature allows you to receive an email alert when an exam is posted, which is open to the public. Please visit the District website, [www.hartdistrict.org](http://www.hartdistrict.org), and click on "Email List" on the home page. Complete the form and sign up for Job Opportunities notifications.

**I am not an employee of the district. What positions can I apply for?**

You may apply for any position posted as an "Open" announcement. You may not apply for positions posted as "Promotional Only" or "Lateral Transfer." We will not accept applications from non-district employees for promotional or lateral transfer opportunities.

**How do I apply?**

Applicants for classified positions must submit an online application. The link to the online application is available on the exam announcement. Applications are reviewed to ensure that applicants meet the qualification requirements. Qualified applicants receive emailed invitations to the first phase of the exam process, usually a written exam. Non-qualified applicants are notified via email.

**What if I don't have a computer, internet access or an email account?**

The public library and state employment centers offer free access to computers and the internet. There are many sources of free email accounts, such as [www.google.com](http://www.google.com), [www.yahoo.com](http://www.yahoo.com), and [www.hotmail.com](http://www.hotmail.com). Employees of the district that do not currently have a Hart District email address may contact the Personnel Commission to request one.

**What is the content of the written exam, and do you have a study guide?**

Examinations are designed to test the knowledge, skills and abilities required to perform the essential duties of the position. You can expect questions that are relevant to the position. Most written exams are in a multiple choice format. While we do not provide study guides, a good way to study for an examination is to review the position's job description, then study any material that may relate to the necessary knowledge, skills and abilities. A tutorial is available for the Instructional Assistant examination and can be requested by contacting the Personnel Commission Office.

**I am applying for an Instructional Assistant position and have already passed an Instructional Assistant exam with another district. Am I required to take your exam?**

We are unable to accept exam results from another district. Yes, you must participate in our exam. All applicants need to participate in the same exam to allow fair and appropriate ranking.

**What is a Qualifications Appraisal Interview?**

A Qualifications Appraisal Interview (QAI) is a structured interview, often referred to as an oral exam. Applicants are interviewed by a qualified panel and scored on their responses during the interview. All applicants are asked the same set of questions during the QAI. A QAI is not a traditional interview during which an applicant might ask questions about the position or present a resume. (An applicant will likely have an opportunity to do this during a final selection interview.)

**Am I eligible for Veteran's credit?**

Veterans who qualify for Veteran's preference points as specified in Merit Rule 2.13 are entitled to five additional points. Proof of veteran's status must be submitted with the application. Veteran's preference points will not be added to a candidate's score after an eligibility list is established.

**Do employees receive seniority credit?**

Yes, seniority credit is added to the final passing score of permanent employees in the amount of one-fourth of one point for each year of service, not to exceed five points.

**I completed the entire exam process. What happens next?**

Your exam results will be emailed to you. This email will include your final score, rank, number of candidates in the same rank, and number of candidates in higher ranks.

**How are final selections made?**

The names of the candidates who receive passing scores on all phases of the examination process are placed on an eligibility list in order of their final scores. Eligibility lists are in effect for one year or until the list is exhausted. As vacancies occur, the names of the candidates in the top three ranks of the appropriate eligibility list are sent to the employing supervisor (Hiring Authority) for final interview. After final interviews are conducted, the Hiring Authority will make a selection. Keep in mind that if you are not selected, your name will remain on the list until its expiration, so you may have other opportunities to interview.

**I was offered a position but have chosen not to accept it. Will I lose my place on the eligibility list?**

You may decline two interviews or offers of employment. A third decline will result in your name being placed on the inactive eligibility list. If you know that you will be unavailable to interview or accept a job offer for a specific amount of time, you may contact us to move to the inactive list. While on the inactive list, you will not be contacted for interviews.

**I was placed on an eligibility list but have not yet been hired and the list will expire soon. Will I need to test again?**

Yes, please check our website for an announcement of the next exam.

**What are the pre-employment requirements?**

**Tuberculosis Report and Fingerprints**

Tuberculosis (TB) and fingerprint clearances are required of all school district employees by the State of California. Before an employee is authorized to start work, the District must obtain a criminal background report from the Department of Justice and FBI. The result of a TB test must also be submitted.

**Immigration Reform and Control Act**

Before an employee begins employment with the District, an "Employment Eligibility Verification" must be completed and identity documents that verify eligibility to work in the United States must be submitted. Documents generally presented are a valid driver's license and a social security card or U.S. passport.

**Pre-Employment Physical**

It is a requirement that applicants and permanent employees within the following job families pass a pre-employment physical as established by the District: Custodial, Maintenance, Mechanic and Warehouse.

**What benefits are offered?**

The District offers an excellent fringe benefit package. Employees are offered health insurance (prorated by number of work hours), retirement plan, holiday pay, sick and vacation leave.