



**William S. Hart Union High School District
Personnel Commission**

January 11, 2019

Lateral Transfer Opportunity

Secretary

THE POSITION: (Requisition #1819-130, #SA-573042-004)

Secretary is a 10.5-month, 8 hours per day position at **Saugus High School**.

Starting date: **TBD**

LATERAL TRANSFER PROCEDURE

Permanent employees of the William S. Hart Union High School District at the same level, and in the same job family may apply for transfer to this position by **submitting an online transfer form**. Upon receipt of the lateral transfer request the Personnel Commission will determine whether job classes are sufficiently related to permit transfers between them. The Personnel Commission will also consider similarity of duties, similarity of qualifications, examination content, occupational group, and promotional field.

*****Online Application Procedure*****

Please submit your application **online** by visiting www.applitrack.com/hartdistrict/onlineapp. Click on **“Submit an internal application/transfer form”** and select the position of interest from the drop down box. Should you have difficulty with the online application, please contact Tina Cermeno at 661-259-0033, ext. 410.

DEADLINE TO SUBMIT YOUR APPLICATION

Thursday, January 17, 2019 at 4:00 p.m.

The William S. Hart Union High School District is an Equal Opportunity Employer