



## Staff Services Analyst (General) Written Transfer Examination

Agency Code: 3999 Class Code: 5157

Department:	Department of Conservation
Final File Date:	Continuous
Monthly Ranged Salary:	\$2,945 - \$4,788
Location:	Sacramento

### EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### WHO SHOULD APPLY?

This is a transfer examination for the California Department of Conservation (DOC). Competition is limited to employees of the DOC who meet the transfer requirements to laterally transfer to the Staff Services Analyst (General) (SSA) classification. State Personnel Board Rules 425, 430-433, and 444 contain general provisions for lateral transfer.

### SALARY INFORMATION

#### Monthly Salary Range:

**Range A: \$2945 - \$3690** This range shall apply to those individuals who do not meet the criteria for Range B or C.

**Range B: \$3189 – \$3992** This range shall apply to persons who have satisfactorily completed the equivalent to six months of Staff Services Analyst (General) or Staff Services Analyst, Fair Political Practices Commission, or Management Services Technician (Range B), and may apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing analytical personnel, budget or administrative duties similar to those of Staff Services Analyst.

**Range C: \$3824 - \$4788** This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent to 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission experience, and may apply to persons who have the equivalent of eighteen months of satisfactory

experience outside of State service performing analytical personnel, budget or administrative duties similar to those of Staff Services Analyst (General).

## HOW TO APPLY

You must complete the SSA Written Transfer Examination Request Form. The completed form may be filed in person or mailed to:

Department of Conservation  
Human Resources Office  
801 K Street, MS 22-13  
Sacramento, CA 95814

**PLEASE NOTE:** The SSA Written Transfer Examination Request forms will be accepted.

**DO NOT SUBMIT A STANDARD STATE APPLICATION FORM (STD 678)**

## SPECIAL TESTING ARRANGEMENTS

If you have a disability that requires accommodation, mark the appropriate box on the SSA Written Transfer Examination Request Form. You will be contacted to make special arrangements.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

You must meet the requirements to laterally transfer into the SSA classification by the date you submit your SSA Transfer Exam Request form. Eligibility to laterally transfer into the SSA classification is based on your highest list appointment and will be verified by Human Resources office upon receipt of the completed SSA Transfer Exam Request form.

## MINIMUM QUALIFICATIONS

You must meet the requirements to laterally transfer into the SSA classification and have current employment with the California Department of Conservation.

## POSITION DESCRIPTION

Under supervision, incumbents perform work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting; planning; training; management; and personnel analysis; and do other related work. Work at this level is distinguished from lower-level assignments by the analytical and evaluative nature of the work, rather than the performance of process-oriented assignments.

## EXAMINATION INFORMATION

### WRITTEN TRANSFER EXAMINATION – Weighted Pass/Fail

The examination will consist of a written test weighted pass/fail. A passing score on the written transfer exam qualifies the candidate for transfer in the SSA classification indefinitely. Candidates who do not pass the written test must wait a minimum of 6 months to re-apply and retest. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN EXAMINATION WILL BE DISQUALIFIED.**

[Click here](#) for the SSA Transfer Exam Request Form

### Written Test Scope:

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/ Project Management Scenarios

Written tests will be scheduled in Sacramento as the number of candidates and conditions warrant. Candidates will receive written notice of testing no less than five working days prior to their scheduled test date.

## TRAVEL ACCOMMODATIONS

Candidates are responsible for any expenses incurred when participating in the examination process (i.e., transportation, lodging, parking, etc.).

## CONFIDENTIALITY AND SECURITY

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

## QUESTIONS

If you have any questions concerning this examination announcement, please contact the Human Resources Office at (916) 322-7685.

## GENERAL INFORMATION

**TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. If hearing impaired, please call the California Relay Service at 1-800-735-2929 (From TDD phone) or 1-800-735-2922 (From Voice phone).**

**DEPARTMENT OF CONSERVATION  
HUMAN RESOURCES OFFICE  
801 K STREET, MS 22-13  
SACRAMENTO, CA 95814  
(916) 322-7685**