Staff Services Analyst (SSA)
TRANSFER EXAM TESTING FY 2019-20

Department of General Services (DGS); Alcoholic Beverage Control Appeals Board; Business Consumer Services & Housing Agency; California Arts Council; California Citizens Redistricting Commission; California Commission on the Status of Women and Girls; California Law Revision Commission; Cannabis Control Appeals Panel; Commission on California State Government Organization and Economy (Little Hoover); Commission on State Mandates; Emergency Medical Services Authority; First 5 California; Office of Administrative Law; Rivers and Mountains Conservancy; Sacramento – San Joaquin Delta Conservancy; San Diego River Conservancy; Santa Monica Mountains Conservancy; Seismic Safety Commission; State Independent Living Council

WHO SHOULD APPLY
Competition is limited to employees who are currently employed by the DGS or any of the agencies, boards, councils, or commissions listed above, and those who have a commitment date for hire with the DGS and any of the agencies, boards, councils, or commissions listed above who meet the requirements to laterally transfer to the SSA classification. State Personnel Board Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfer.

HOW TO APPLY
The Examination/Employment Application (STD 678) must be filed in person or by mail. Resumes alone will not be accepted. FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED. Submit applications to:

Mailing Address
   Department of General Services
   Office of Human Resources
   Attention: Rosemary Hernandez
   P.O. BOX 989052
   West Sacramento, CA 95798-9052

Street Address
   707 3rd Street, 7th Floor
   West Sacramento, CA 95605

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

To ensure a timely response, please write “SSA Transfer Exam” in the “Examination(s) or Job Title(s) for which you are Applying” area or box on the Examination/Employment Application (STD 678).

FILING PERIOD
Application cutoff dates for the SSA Transfer Exam are:

September 9, 2019 | November 8, 2019 | February 7, 2020 | May 10, 2020

Applications postmarked, personally delivered, or received via interoffice mail after the deadline will be held for the next examination.
TESTING PERIOD
Unsuccessful candidates who do not attain a passing score MUST WAIT 6 MONTHS FROM THE DATE OF DISQUALIFICATION before retaking the exam at any state Department, Agency, Board, or Commission, etc. Future testing will be evaluated on an as-needed basis.

SPECIAL TESTING INFORMATION
If you have a disability that requires accommodation, mark Box 10 on the Examination/Employment Application (STD 678). You will be contacted to make specific arrangements.

WRITTEN TEST DATE
Written tests will be scheduled throughout the State as the number of candidates and conditions warrant. Candidates will receive written notice of testing no less than five working days before their scheduled date. Testing dates will be:

October 2019 | December 2020 | March 2020 | June 2020

No Rescheduling Permitted

SALARY RANGES
Range A: $3186 - $3992 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: $3450 - $4318 per month. 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 a Staff Services Analyst.

Range C: $4136 - $5179 per month. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; and may apply to persons who have the equivalent of 18 months of satisfactory experience outside the State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst (General).

EXAMINATION INFORMATION
The examination will consist of a written test weighted pass or fail.

A passing score on the written transfer exam is indefinite.

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

QUESTIONS
For questions regarding the SSA transfer exam policy, please call (916) 376-5441.