



Staff Services Analyst (SSA) TRANSFER EXAM TESTING FISCAL YEAR 2020-21

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; 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

The SSA Transfer Exam Application will be accepted on a continuous basis:

September 9, 2020 | October 9, 2020 | November 9, 2020 | December 9, 2020 |

January 8, 2021 | February 8, 2021 | March 9, 2021 | April 9, 2021 | May 10, 2021 | June 9, 2021

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:

September 2020 | October 2020 | November 2020 | December 2020 |

January 2021 | February 2021 | March 2021 | April 2021 | May 2021 | June 2021

NO RESCHEDULING PERMITTED

SALARY RANGES

Range A: \$3298 - \$4132 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3571 - \$4469 per month. This range shall apply to persons who have satisfactorily completed the equivalent to six months of SSA (General) or SSA, 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 SSA.

Range C: \$4281 - \$5360 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 SSA (Range B) or SSA, 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 SSA (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.