



**STAFF SERVICES ANALYST (GENERAL)
CONTINUOUS – TRANSFER EXAM (WRITTEN)**

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; EMS 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 who meet the requirements to laterally transfer to the Staff Services Analyst (SSA) (General) classification. State Personnel Board Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfer. Eligibility to laterally transfer into the SSA class will be determined upon receipt of the completed [SSA Transfer Exam Request Form \(DGS OHR 744\)](#). **DO NOT PASSWORD PROTECT THE OHR 744 FORM.**

HOW TO APPLY

Complete and sign the [DGS OHR 744](#). Submit to SSATransferExam@dgs.ca.gov email box no later than the quarterly cut-off date. Forms must be emailed, hand delivered, or postmarked by the cut-off date. The completed form may also be filed in person or mailed to:

Email

Email: SSATransferExam@dgs.ca.gov

Subject: SSA Transfer Exam

Mailing Address

Department of General Services
Office of Human Resources
Exams Unit – SSA Transfer Exam
P.O. BOX 989052
West Sacramento, CA 95798-9052

Street Address

Department of General Services Office of Human Resources
Attn: SSA Transfer Exam
707 3rd Street, 7th Floor
West Sacramento, CA 95605

A STANDARD STATE APPLICATION FORM (STD 678) OR RESUME WILL NOT BE ACCEPTED

FILING PERIOD

The DGS OHR 744 will be accepted on a CONTINUOUS BASIS throughout the year; however, the DGS OHR 744 will only be processed after the quarterly cut-off date. The cut-off dates:

March 1st, | June 1st, | September 1st, and | December 1st,

Request forms received after the quarterly cut-off date will be held for the next exam testing administration.

EXAMINATION DATES

Written tests will be scheduled in March, June, September, and December as conditions warrant and may be subject to change based on testing needs. Candidates will receive notice of the written examination no less than ten (10) working days prior to their scheduled test date.

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

TESTING PERIOD

Unsuccessful candidates who do not attain a passing score **MUST WAIT 6 MONTHS FROM THE DATE OF DISQUALIFICATION** before retaking the written transfer exam. No rescheduling will be permitted.

SPECIAL TESTING ARRANGEMENTS

If you have a disability that requires accommodation, mark the appropriate box on the DGS OHR 744. You will be contacted to make specific arrangements.

SALARY RANGES

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

Range B: \$3571 - \$4469 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 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).

CLASS & SCHEM CODE: 5157 / JY20

****The salaries used in this bulletin are the latest available from the State Controller's Office but may not reflect the most recent salary adjustment.***

EXAMINATION INFORMATION

The examination will consist of a written test weighted PASS/FAIL. A passing score on the written transfer exam qualifies the candidate for transfer to the SSA classification indefinitely.

Written Test Scope:

1. Quantitative Analysis: Skills in the area of algebraic, geometric, and statistical problem solving.
2. Data Analysis and Interpretation: Skill in reading, interpreting and applying written information.
3. Workload Management/Project Management Scenarios: Ability to effectively handle a variety of situations related to the planning and organizing of projects and work assignments. You will be provided with the use of a basic calculator.

SSA Transfer Exam Study Guide

Written Tests may be scheduled in Los Angeles, Oakland, Sacramento and San Diego as the number of candidates and conditions warrant. Candidates are responsible for any expenses incurred when participating in the examination process (i.e., transportation, lodging, parking, etc.).

VETERANS' PREFERENCE

Veterans' Preferences **do not** apply for this examination.

CAREER CREDITS

Career credits **do not** apply for this examination.

QUESTIONS

For questions regarding the DGS OHR 744 or transfer exam policy, please call (916) 376-5441. 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).