



Staff Services Analyst (General) Transfer Exam

EXAM TYPE:	<i>CONTINUOUS –TRANSFER EXAM</i>
SALARY INFORMATION:	A: \$3,063 - \$3,838; B: \$3,317 - \$4,152; C: \$3,977 - \$4,980* <i>*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.</i>
CLASS & SCHEM CODE:	5157 / JY20

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

It is the 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 CAN APPLY

Competition is limited to only employees of **Department of Justice** 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 Request for Transfer Exam (SSA RTE) Form.

CONTINUOUS TESTING

The testing office will accept examination applications continuously throughout the year; however, the packets will only be processed during the current administration period. Generally, this examination is administered biannually in May and November, although this is subject to change based on testing needs. Candidate applications will be held until the next administration if not received by the cut-off date, as posted during the administration.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please indicate in the appropriate box on the SSA Request for Transfer Exam (RTE) Form. You will be contacted to determine the specific arrangements necessary.



CUT-OFF DATE

SSA RTE forms must be postmarked (U.S. mail) or personally delivered no later than the cut-off date located on the Examinations Page of the Office of Attorney General website (oag.ca.gov). Applications must also have an original signature.

SSA RTE FORMS POSTMARKED OR PERSONALLY DELIVERED AFTER THE CUT-OFF DATE WILL NOT BE PROCESSED UNTIL THE NEXT ADMINISTRATION (PLEASE SEE THE "CONTINUOUS TESTING" SECTION FOR MORE INFORMATION).

SALARY

Range A: \$3063-\$3838 This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3317-\$4152 This range shall apply to person 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 person 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: \$3977-\$4980 This range shall apply to person 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).

TESTING PERIOD

Unsuccessful candidates must wait a minimum of six (6) months to retest.

EXAMINATION INFORMATION

The examination will consist of a pass/fail written test. A passing score on the written transfer exam is maintained indefinitely.

No eligible list is established. A pool of candidates who pass the SSA written exam will be maintained indefinitely for consideration to lateral transfer to the SSA class.

Written tests may be scheduled in Los Angeles, San Francisco, Sacramento and San Diego as the number of candidates and conditions warrant. Candidates will receive a written notice of testing by U.S. postal mail.

WRITTEN TEST SCOPE

The test will measure the following:

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 calculator.



VETERANS' PREFERENCES

Veteran's preferences **do not** apply for this examination

CAREER CREDITS

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

FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [SSA Request for Transfer Exam \(SSA RTE\) Form ONLY](#)

MAILING ADDRESS:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: SSA TRANSFER EXAM
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: SSA TRANSFER EXAM
1300 "I" STREET, SUITE 740
SACRAMENTO, CA 95814

DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- THROUGH EMAIL
- THROUGH FAX
- THROUGH INTER-AGENCY MAIL

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER: 916-210-6021
FAX NUMBER: 916-445-1218
EMAIL ADDRESS: SSA@DOJ.CA.GOV



GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, 916-210-6021, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and work cooperatively with others; and a state of health consistent with the perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General
Office of Human Resources, Testing & Selection Unit
1300 I Street, Sacramento, CA 95814
916-210-6021

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

**REQUEST FOR TRANSFER EXAM
STAFF SERVICES ANALYST (GENERAL)**

JUS 8777 (Orig. 10/07)

To be completed by Requester

NAME (Last)	(First)	(M.I.)	SOCIAL SECURITY NUMBER
MAILING ADDRESS (Number)		(Street)	WORK TELEPHONE NUMBER
(City)	(County)	(State) (Zip Code)	HOME TELEPHONE NUMBER

ANSWER THE FOLLOWING QUESTIONS:

1. Are you now employed by the Department of Justice? If yes, please complete information below: YES NO

Division/Unit _____ Classification: _____

2. In what location would you like to test? Los Angeles San Francisco Sacramento San Diego

3. Do you need reasonable accommodation to take a written test? YES NO
(If "Yes", you will be notified to determine what assistance can be provided to you.)

Employee Certification: I certify that the information I have provided is true and complete to the best of my knowledge.

Employee's Signature _____ Date _____

APPLICANTS—DO NOT USE THE SPACE BELOW--FOR PERSONNEL OFFICE USE ONLY	
To be completed by Personnel Transactions (PTU)/Classifications and Pay (C&P) Units	
ELIGIBLE TO TRANSFER TO SSA <input type="checkbox"/> YES <input type="checkbox"/> NO	
PTU Staff: _____ Date: _____ C & P Analyst: _____ Date: _____	
To be completed by Testing and Selection (TSU) Unit	
<input type="checkbox"/> APPLICATION ACCEPTED	
DATE TEST SCHEDULED	DATE NOTIFIED OF TEST
SCORED BY (TSU Staff)	
TOTAL POINTS	<input type="checkbox"/> PASSED <input type="checkbox"/> FAILED
DATE SCORE ENTERED	DATE RESULTS SENT
<input type="checkbox"/> APPLICATION REJECTED	DATE REJECT LETTER SENT

Privacy Statement - This information is requested by the Department of Justice Testing and Selection Unit per State Personnel Board Rule 174. Disclosure of Social Security Number is required to verify civil service eligibility for transfer exam.