California Department of Technology
Staff Services Analyst
TRANSFER EXAMINATION

WHO SHOULD APPLY: This is a transfer examination for the California Department of Technology. Competition is limited to California Department of Technology employees who meet the requirements to laterally transfer into the Staff Services Analyst (SSA) classification. State Personnel Board Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfer.

HOW TO APPLY: You must complete the SSA Transfer Exam Request Form. The following form for the "**Request for Transfer Exam Staff Services Analyst (General)"**is attached below. The completed form should be sent via e-mail to **Rae.Powers@state.ca.gov.** To ensure a timely response, please enter SSA Transfer Exam" as the subject.
Do **not** submit a Standard State Application form STD. 678.

FILING PERIOD: Transfer Exam Request Form will be accepted until <mark>August 1, 2017</mark>.

TESTING PERIOD: Unsuccessful candidates may be tested only once during a **twelve-month period.**

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the SSA Transfer Exam Request Form. You will be contacted to make specific arrangements.

WRITTEN TEST DATE: Written test will only be scheduled in the Sacramento area. Candidates will receive written notice of testing no less than five working days before their scheduled date. Testing is anticipated in <mark>August 2017.</mark>

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

Range B: $3317 - $4152 per month. This range shall apply to persons who have satisfactorily completed the equivalent to six months of Staff Services Analyst 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: $3977 - $4980 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 of State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst.

REQUIREMENTS FOR ADMITTANCE: Eligibility to laterally transfer into the SSA class will be determined upon receipt of the completed SSA Transfer Exam Request Form.

EXAMINATION INFORMATION: The examination will consist of a written test weighted pass or fail. A passing score on the written transfer exam is maintained indefinitely. (Meaning if you pass this exam you never have to take it again.)

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

QUESTIONS: All questions can be directed to **Rae Powers at (916) 431-4064.**

REQUEST FOR TRANSFER EXAM
STAFF SERVICES ANALYST (GENERAL)

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 California Department Of Technology? ☐ **YES** ☐ **NO**

   Division: _____   Position Number: _____

2. Do you need reasonable accommodation to take a written test? ☐ **YES** ☐ **NO**
If "Yes", you will be notified to make special arrangements)

QUALIFICATION FOR LATERAL TRANSFER: Consideration for lateral transfer is based on the last appointment by certification or Board action.

CLASSIFICATION OF LAST APPOINTMENT BY CERTIFICATION OR BOARD ACTION (A01)	

SIGNATURE   *DATE*

APPLICANTS--DO NOT USE THE SPACE BELOW--FOR HUMAN RESOURCES USE ONLY

TRANSFER RANGE VERIFIED BY	
☐ ACCEPTED	☐ REJECTED
DATE TEST SCHEDULED	DATE NOTIFIED OF TEST
SCORED BY	
TOTAL POINTS	☐ PASSED ☐ FAILED
DATE SCORE ENTERED	DATE RESULTS SENT

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