



Staff Services Analyst (General) Transfer Examination

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 an objective of the State of California to achieve a drug-free state workplace. 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 SHOULD APPLY: This is a transfer examination for the California Department of Food and Agriculture (CDFA). Competition is limited to employees of the CDFA who meet the requirements to laterally transfer to the Staff Services Analyst (General) (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 and the Standard State Application form STD 678.

MAIL OR HAND DELIVER TO:

Department of Food and Agriculture
Human Resources Branch
1220 N Street, Room 242
Sacramento, CA 95814

FILING PERIOD: SSA Request for Transfer Exam forms will be accepted on a continuous basis.

TESTING PERIOD: Unsuccessful candidates must wait six months before retesting.

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

WRITTEN TEST DATE: Written tests will be scheduled in locations throughout the State as the number of candidates and conditions warrant. Candidates will receive written notice of testing once scheduled.

SALARY RANGES:

- Range A: \$2945 - \$3690 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.
- Range B: \$3189 - \$3992 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: \$3824 - \$4788 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).

REQUIREMENTS FOR ADMITTANCE TO THE SSA TRANSFER EXAMINATION: You must meet the requirements to laterally transfer into the SSA classification by the date you submit your **SSA Transfer Exam Request Form**. Appropriateness of lateral transfer into the SSA classification will be verified by Human Resources staff upon receipt of the completed SSA Transfer Exam Request Form and State Application.

EXAMINATION INFORMATION: The examination will consist of a written test weighted pass or fail. A passing score on the written transfer exam is indefinite, and will not expire until you are appointed to the class.

WRITTEN TEST SCOPE:

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

PERSONAL CALCULATORS MAY BE USED IN THE EXAMINATION

QUESTIONS: If you have any questions regarding the Transfer Exam, please contact the Examination Unit at (916) 654-0790.