



STAFF SERVICES ANALYST (GENERAL)
WRITTEN TRANSFER EXAMINATION
CONTINUOUS

Department(s):	California Governor's Office of Emergency Service (Cal OES)
Opening Date:	Continuous
Monthly Salary:	\$2,945.00 - \$4,788.00
Exam Type:	Written Transfer Exam
Exam Location:	Sacramento County; other locations throughout the State as the number of candidates and conditions warrant.

EEO

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.

WHO MAY APPLY

This is a transfer examination for the CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CAL OES). Competition is limited to employees of CAL OES 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 and submit a **Standard State Application, (Std. 678)** and the **“Staff Services Analyst (General) Transfer Exam Application.”**

Please email Examinations@caloes.ca.gov for a copy of the STD. 678 and the Staff Services Analyst (General) Transfer Exam Application.

FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

Submit the two completed applications to:

California Governor's Office of Emergency Services
Human Resources – Selection Services Section
3650 Schriever Avenue
Mather, CA 95655
ATTN: CHRISTINA HARRIS

Note: If you do not include all the required documents, you will not be considered for this exam.

TESTING AND FINAL FILING DATE INFORMATION

The testing period for this examination is once every twelve (12) months. Unsuccessful candidates must wait a minimum of six (6) months, from the actual date of their test, before submitting a new “Transfer Exam Request” form to the Selection Services Section.

Standard State Applications (Std. 678) and “SSA Transfer Exam Applications” will be accepted on a continuous basis.

SPECIAL TESTING INFORMATION

If you have a disability and need special testing arrangements, mark the appropriate box on the Standard State application (Std. 678) and the "SSA Transfer Exam Application." The Selection Services Section will contact you to make special testing arrangements. Telecommunication Device for the Deaf (TDD) number is 1 (800) 735-2929.

WRITTEN TEST DATE

The written test will be scheduled in locations throughout the State as the number of candidates and conditions warrant. Candidates will receive their written notice of testing approximately two (2) weeks prior to their scheduled date and time.

NOTE: Preference for scheduling will be given to candidates with a bona fide job offer.

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 EXAMINATION

All applicants must meet the requirements to laterally transfer into the SSA classification by the date of the examination. Appropriateness of lateral transfer into the SSA classification will be verified by the Selection Services Section staff.

Applications received without an original signature will be rejected.

NOTE: All STD. 678 applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications received without this information will be rejected.**

EXAMINATION INFORMATION

This examination will consist of a written test weighted pass/fail. A passing score on the written test qualifies the candidate for transfer into the SSA classification, indefinitely. Candidates who do not pass the written test must wait a minimum of six (6) months to re-apply and re-test.

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

WRITTEN TEST SCOPE

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

CONTACT INFORMATION

Questions regarding the SSA transfer exam may be directed to the Selection Services Section at (916) 845-8321.

California Governor's Office of Emergency Services,
Selection Services,
3650 Schriever Ave.
Mather, CA 95655
Email: Examinations@caloes.ca.gov

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free 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.