



STAFF SERVICES ANALYST

Department: California Governor's Office of Emergency Services

Exam Type: Continuous Transfer Exam

Cut-off Date: 1/06/2020

Exam Location: Sacramento County; other locations throughout the State as the number of candidates and conditions warrant.

CLASSIFICATION DETAILS

Staff Services Analyst – A \$3,298.00 - \$5,360.00 per month.

APPLICATION INSTRUCTIONS

Cut-off Date: 1/06/2020

Who Should 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 by the date of the examination. 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 Standard State Application (Std. 678) and [SSA Transfer Exam application forms](#).

Once you have taken this examination, you may not retake it for **six (6)** months.

How To Apply:

You must complete and submit a Standard State Application (Std. 678) and [SSA Transfer Exam Application](#) to the address below.

Applications must be POSTMARKED no later than 5:00 p.m. on the cut-off date of January 6, 2020. FAXED, EMAILED, OR ONLINE APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked, hand delivered, or received via inter-office mail after the advertised cut-off date will be held for the next administration of the examination.

Submit the Standard State Application (Std. 678) and SSA Transfer Exam Application using one of the two options below

FILE BY MAIL / IN PERSON:

California Governor's Office of Emergency Services
Human Resources – Examinations
3650 Schriever Avenue,
Mather, CA 95655

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

WRITTEN TEST DATE

The written test will be administered in Sacramento on **Wednesday, January 22, 2020**. Written tests may be scheduled at a later date in San Luis Obispo and Los Alamitos if the number of candidates and conditions warrant. Qualified candidates will receive their notice of testing approximately one (1) week prior to their scheduled date and time. Preference for scheduling will be given to candidates with a bona fide job offer.

EXAMINATION INFORMATION

This examination will consist of a pass/fail written test weighted 100 percent. A passing score on the written test qualifies the candidate indefinitely for eligibility to transfer into the SSA classification. Candidates who do not pass the written test must wait a minimum of six (6) months to re-test.

TESTING AND FINAL FILING DATE INFORMATION

The testing office will accept examination applications continuously throughout the year; however, the applications will only be processed during the current administration period. Generally, the 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.

Cut-Off Date: January 6, 2020 Written Test Date: January 22, 2020

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:** Skills 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.

A basic calculator will be provided.

A basic study guide will be provided to qualified applicants along with the notice to appear for the examination. If you receive the notice without the study guide, please contact the Examinations Unit at the number below.

SALARY RANGES

Range A: \$3,298.00 - \$4,132.00 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3,571.00 - \$4,469.00 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: \$4,281.00 - \$5,360.00 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).

TESTING DEPARTMENTS

California Governor's Office of Emergency Services

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, including provisions of reasonable accommodation for this testing process, please contact:

California Governor's Office of Emergency Services
3650 Schriever Avenue
Sacramento, CA 95655
Phone: (916) 845-8321

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

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

DRUG-FREE STATEMENT

It is an 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Governor's Office of Emergency Services 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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to 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.

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) servicewide promotional, 5)

departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

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 competitor 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.