



Staff Services Analyst (General)

TRANSFER EXAM TESTING

WHO SHOULD APPLY: This is a transfer examination for the California Department of Aging (CDA). Competition is limited to employees of CDA 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 (CDA 801). The completed form should be sent by e-mail to aroberts@aging.ca.gov. To ensure a timely response, please enter "SSA Transfer Exam" as the subject. Standard State Application forms (Std. 678) will not be accepted.

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

TESTING PERIOD: The testing period for this examination is continuous. Unsuccessful candidates must wait a minimum of 6 months, from the actual date of their test, before submitting a new SSA Transfer Exam Request form to the Human Resources Section.

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 tests will be scheduled as the number of candidates and conditions warrant. Candidates will receive written notice of testing at least five working days before their scheduled date.

SALARY RANGES:

Range A: \$2724 - \$3313 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$2950 - \$3586 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: \$3538 - \$4300 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. Eligibility to laterally transfer into the SSA classification is based on your last list appointment and will be verified by Human Resources upon receipt of the completed SSA Transfer Exam Request form.

EXAMINATION INFORMATION: The examination will consist of a written test weighted pass/fail. A passing score on the written transfer exam qualifies the candidate for transfer into the SSA classification indefinitely. Candidates who do not pass the written test must wait a minimum of 6 months to re-apply and retest.

WRITTEN TEST SCOPE:

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

QUESTIONS regarding the SSA transfer exam policy can be directed to aroberts@aging.ca.gov or 419-7527.