



**Staff Services Analyst (General)
Written Transfer Examination**
Agency Code: 7699 Class Code: 5157

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

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.

WHO SHOULD APPLY

This is a transfer examination for California Student Aid Commission (CSAC) employees only. Competition is limited to employees of CSAC who meet the requirements to laterally transfer to the Staff Services Analyst (General) (SSA) classification. State Personnel Board Rules 425, 430-433, and 444 contain general provisions for lateral transfers.

FILING PERIOD

The SSA Transfer Exam Request Form will be accepted on a continuous basis.

EXAMINATION DATES

Written tests will be scheduled on a semi-annual basis and as conditions warrant. Candidates will receive written notice of testing approximately two weeks prior to the written test date.

HOW TO APPLY

You must complete the **SSA Transfer Exam Request Form (HR-FM 35)**. The completed form may be filed in person or mailed to:

FILE BY MAIL
CA Student Aid Commission
Personnel Office
P.O. Box 3210
Rancho Cordova, CA 95741-3210

FILE IN PERSON
CA Student Aid Commission
Personnel Office
11040 White Rock Road
Rancho Cordova, CA 95670

DO NOT SUBMIT A STANDARD STATE APPLICATION FORM (STD 678)

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 to 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

SPECIAL TESTING ARRANGEMENTS

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

REQUIREMENTS FOR ADMITTANCE TO THE 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 the Personnel Office upon receipt of the completed SSA Transfer Request Form.

SALARY RANGES

Range A	\$2,945-\$3,690	This range shall apply to those individuals who do not meet the criteria for Range B or Range C.
Range B	\$3,189-\$3,992	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	\$3,824-\$4,788	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).

POSITION DESCRIPTION

Under supervision, incumbents perform work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting; planning; training; management; and personnel analysis; and do other related work. Work at this level is distinguished from lower-level assignments by the analytical and evaluative nature of the work, rather than the performance of process-oriented assignments.

SPECIAL PERSONAL CHARACTERISTICS

Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

CONFIDENTIALITY AND SECURITY

Pursuant to Government Code Sections 19680(c) and 19681(b), it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other exam material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

QUESTIONS

Requests for additional information or if you have questions about the SSA Transfer Examination, they can be addressed by sending an email to Personnel@csac.ca.gov. To ensure a timely response, please enter "SSA Transfer Exam" in the subject line.