



**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 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.

CONTINUOUS TESTING

The SSA Transfer Exam Request Form (SSA TER) will be accepted on a continuous basis. The SSA Transfer Exam is administered annually in June and is subject to change as the number of candidates and conditions warrant. Candidates will receive written notice of testing no less than ten (10) business days prior to the written test date.

WHO CAN APPLY

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

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 will be determined upon receipt of the completed SSA Transfer Request Form.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation, mark the appropriate box on the SSA Transfer Request Form. You will be contacted to determine the specific arrangements necessary.

CUT-OFF DATE

Annually on May 31st

SSA TRE forms must be postmarked (U.S. mail), personally delivered, or electronically submitted no later than the cut-off date located on this bulletin. Please note that dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered postmark dates for the purpose of determining timely filing of an SSA TRE. Please note, if using the United States Postal Service for delivery, there is no guarantee that your form will be postmarked and arrive by the cut-off date. If your form does not have a postmark date and arrives after the cut-off date, your form will not be accepted into the examination and will be held for the next administration period. Therefore, to ensure timely delivery of your application, it is recommended that either electronic delivery, parcel service, or certified mail are used. Using one of these options will provide proof the application was sent prior to the cut-off date.

Application postmarked, personally delivered, or electronically submitted after the cutoff date will be held and processed in the next administration (please see the "Continuous Testing" section for more information).

SALARY*

Range A \$3,448-\$4,320

This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B \$3,733-\$4,672

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 \$4,476-\$5,604

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).

**The salaries used in this bulletin are the latest available from the State Controller's Office but may not reflect the most recent salary adjustment.*

EXAMINATION INFORMATION

The examination will consist of a PASS/FAIL written test.

- A passing score on the written transfer exam qualifies the candidate for transfer into the SSA classification indefinitely.
- No eligible list is established. A pool of candidates who pass the SSA transfer exam will be maintained indefinitely for consideration to laterally transfer to the SSA class.
- Candidates who do not pass the written test must wait a minimum of 6 months to re-apply and retest.

WRITTEN TEST SCOPE

The test will measure the following:

1. Quantitative Analysis: Skills in algebraic, geometric, and statistical problem solving.
2. Data Analysis and Interpretation: Skill 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.

You will be provided with the use of a calculator.

VETERANS' PREFERENCE

Veterans' Preferences **do not** apply for this examination.

CAREER CREDITS

Career credits **do not** apply for this examination.

QUESTIONS

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, etc. 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.

FILING INSTRUCTIONS

To apply for this examination, please complete and return the **SSA Transfer Exam Request Form (HR-FM 36)** electronically, in person or by mail to:

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

ELECTRONIC SUBMISSION VIA EMAIL:

Subject Line: Staff Services Analyst Transfer Exam

Email Address: Personnel@csac.ca.gov

FILE IN PERSON

**CA Student Aid Commission
11120 International Drive, Suite 100
Rancho Cordova, CA 95670**

FILE BY MAIL

**CA Student Aid Commission
P.O. Box 3210
Rancho Cordova, CA 95741-3210**