



# STAFF SERVICES ANALYST (GENERAL)

## TRANSFER EXAMINATION

[www.dsh.ca.gov](http://www.dsh.ca.gov)

The Department of State Hospitals is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age, religion, marital status, national origin, ancestry, disability, medical condition, political affiliation or opinion, or sexual orientation.

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

**WHO SHOULD APPLY:** This is a transfer examination for the Department of State Hospitals (DSH). Competition is limited to employees of DSH 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 the Request for Transfer Exam form to: Mail or Hand Deliver to:

**DEPARTMENT OF STATE HOSPITALS  
SELECTION SERVICES UNIT  
1600 9<sup>TH</sup> STREET, ROOM 121  
SACRAMENTO, CA 95814**

**NOTE: Standard State Application forms (Std 678) will not be accepted.**

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

**TESTING PERIOD:** The testing period for this examination is once every six (6) months. Unsuccessful candidates must wait a minimum of six (6) months, from the actual date of their test, before submitting a new Request for Transfer Exam form to the Selection Services Unit.

**SPECIAL TESTING INFORMATION:** If you have a disability and need special testing arrangements, mark the appropriate box on the Request for Transfer Exam form. The Selection Services Unit will contact you to make special testing arrangements. Telecommunication Device for the Deaf (TDD) number is (916) 322-1700 or 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:** \$2873 - \$3600 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

**Range B:** \$3111 - \$3895 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:** \$3731 - \$4671 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:**

All applicants must meet the requirements to laterally transfer into the SSA classification by the date they submit their Request for Transfer Exam form. Appropriateness of lateral transfer into the SSA classification will be verified by Human Resources staff upon receipt of the completed Request for Transfer Exam form.

**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.

**WRITTEN TEST SCOPE:**

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

**QUESTIONS** regarding the SSA transfer exam may be directed to the Selection Services Unit at (916) 651-8832.