



California Department of
State Hospitals

STAFF SERVICES ANALYST (GENERAL)

Transfer Examination

Department: Department of State Hospitals

Exam Type: Departmental, Promotional

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Range A \$3,298 - \$4,132 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 - \$4,469 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 - \$5,360 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).

APPLICATION INSTRUCTIONS

Final Period: Request for Transfer Exam forms will be accepted on a continuous basis.

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:

Standard State Application forms (Std. 678) will not be accepted. You must complete and submit the Request for Transfer Exam form to your Human Resources department. To obtain the request form, contact Selection Services at 916-651-8832. Mail or Hand Deliver your completed form to:

DSH – Sacramento
1600 9th Street – Room 440
Sacramento, CA 95814

DSH – Atascadero
10333 El Camino Real
Atascadero, CA 93423

DSH – Coalinga
24511 W. Jane Ave
Coalinga, CA 93210

DSH – Metropolitan
11401 S. Bloomfield
Norwalk, CA 90650

DSH – Napa
2100 Napa Vallejo Hwy
Napa, CA 94558

DSH – Patton
3102 E. Highland Ave
Patton, CA 92369

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, mark the appropriate box on the Request for Transfer Exam form. The Selection Services Unit will contact you to make special testing arrangements.

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 SCOPE

This examination will consist of a **Written Test** weighted Pass/Fail. 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.

Written Test Scope:

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

ELIGIBLE INFORMATION

A passing score on the written test qualifies the candidate for transfer into the SSA classification, indefinitely. If you have already passed the SSA transfer exam, regardless of which agency administered the examination, you do not need to retake the examination again.

Candidates who do not pass the written test must wait a minimum of six (6) months to re-apply and re-test.

TAKING THE EXAMINATION

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.

CONTACT INFORMATION

If you have questions concerning the SSA transfer exam, you may direct them to the Selection Services Unit at 916-651-8832.

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (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.