



California State Library

Staff Services Analyst (General)

TRANSFER EXAMINATION TESTING

WHO SHOULD APPLY: This is a transfer examination for the California State Library (CSL). Competition is limited to employees of the CSL 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 (CSL 9051). The completed form may be delivered in person or by mail to the CSL Human Resources Services Office, 914 Capitol Mall, Room 215, Sacramento, California 95814. **NOTE: The Standard State Application Form (Std. 678) will not be accepted.**

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

TESTING PERIOD: Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit the SSA Transfer Exam Request Form.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the SSA Transfer Request Form (CSL 9051). You will be contacted to make specific arrangements.

WRITTEN TEST DATE: Written tests will be scheduled in Sacramento as the number of candidates and conditions warrant. Candidates will receive written notice of testing no less than 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: It is your responsibility to ensure that you meet the requirements to laterally transfer into the SSA class by the date you submit your SSA Transfer Exam Request Form (CSL 9051). Appropriateness of lateral transfer into the SSA class will be determined by the Human Resources Services Office upon receipt of the completed SSA Transfer Exam Request Form (CSL 9051).

EXAMINATION INFORMATION: The examination will consist of a written test weighted pass or fail. A passing score on the written transfer exam is indefinite. Unsuccessful candidates must wait twelve months before retesting.

WRITTEN TEST SCOPE:

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

QUESTIONS: Questions regarding the SSA transfer exam may be addressed to the Human Resources Services Office at (916) 654-0202.