



STAFF SERVICES ANALYST (GENERAL)

Transfer Eligibility Exam

OPENING DATE:	March 10, 2021
FINAL FILING DATE:	April 8, 2021
EXAM TYPE:	Transfer Examination
SALARY:	\$3,298.00 - \$5,360.00
LOCATIONS:	Statewide

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

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.

WHO CAN APPLY

This is a transfer examination for current state employees who meet the requirements to laterally transfer to the Staff Services Analyst (SSA) (General) classification.

The California Department of Human Resources, formerly of the State Personnel Board, Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfers. All applicants must submit the *examination request form* by the final filing date of **April 8th, 2021**, to be considered for this exam.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and you **MUST** submit the [Accommodation Request Form \(STD. 679\)](#) with your examination request form. This can also be found on the California Department of Human Resources website.

HOW TO APPLY

To apply for this examination, please complete and return the following via email or by mail:

- SSA (General) Transfer Examination Request Form (Located [HERE](#))
- **DO NOT** submit an Examination Application STD 678.

SUBMIT VIA EMAIL:

Department of Forestry and Fire Protection: CALFIREexams@fire.ca.gov
(Attn: Carol Anderson)

SUBMIT BY MAIL:

Department of Forestry and Fire Protection
710 Riverpoint Ct
West Sacramento, CA 95605
Examination Unit – (Attn: Carol Anderson)

Applications postmarked after the final filing date, **April 8, 2021**, will not be accepted for any reason.

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 a candidate request form.

EXAMINATION INFORMATION

The SSA Transfer Examination will be given as a written examination weighted pass or fail. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN EXAMINATION WILL BE DISQUALIFIED.** Unsuccessful candidates are eligible to test only once during a six-month period.

Scope:

1. Quantitative analysis
2. Data analysis and interpretation
3. Workload management / project management scenarios

It is anticipated that this written examination will be held in May/June 2021.

ADDITIONAL APPLICANT INFORMATION

If interested in viewing one of the items below, please email the Exam Unit inbox at CALFIREexams@fire.ca.gov:

- SSA Transfer Exam (General) Frequently Asked Questions (FAQ's)
- SSA Transfer Exam (General) Examination Study Guide

To view the classification specification for a Staff Services Analyst, visit the CALHR website at:

<http://www.calhr.ca.gov/state-hr-professionals/pages/5157.aspx>.

ELIGIBLE INFORMATION

Candidates that are successful in the written transfer examination administered by CAL FIRE will be added to a master listing of successful candidates. The listing will be maintained indefinitely for transfer purposes by the California Department of Human Resources.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Appropriateness of lateral transfer into the SSA (General) classification will be determined upon receipt of the completed SSA (General) Transfer Examination Request Form (Located [HERE](#)).

Accepted candidates are required to bring either a photo identification card or two forms of signed identification to the examination AND the notice to appear letter showing the scheduled date and time of the exam.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis
2. Governmental functions and organization.

Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
2. Develop and evaluate alternatives; analyze data and present ideas of information effectively.
3. Analyze data and present ideas and information effectively.

4. Consult with and advise administrators or other interested parties on a wide variety of subject matter areas.
5. Gain and maintain the confidence and cooperation of those contracted during the course of work.

CONTACT INFORMATION

Department of Forestry and Fire Protection
710 Riverpoint Ct
West Sacramento, California 95605
(916) 894-9580
CALFIREexams@fire.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones

Equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at

1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

GENERAL INFORMATION

For all examinations (with or without a written feature), it is the candidate's responsibility to contact the Department of Forestry and Fire Protection at (916) 894-9580 three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and

ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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 examination 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.



SSA TRANSFER EXAM REQUEST FORM (Located on last page)

Please print Request Form, fill in all boxes, and submit to the
Examination Unit by mail or email, at:

Email: CALFIREexams@fire.ca.gov **OR**

Address: 710 Riverpoint Ct, West Sacramento, CA 95605

**STAFF SERVICES ANALYST (GENERAL)
TRANSFER EXAMINATION REQUEST FORM**

Applicant Name: <i>(Last, First, M.I.)</i>	Last four digits (SSN):
Address: <i>(Number, Street)</i>	Work Telephone Number:
<i>(City, State, Zip)</i>	Home Telephone Number:

Email Address:

Answer the Questions Below:

- 1. Are you currently employed by the State of California?**
 • **If yes, which department? (please list below):**

Yes	No
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- 2. Do you need reasonable accommodation to take a written test?** *(If yes, you will be notified to make special arrangements.)*

Yes	No
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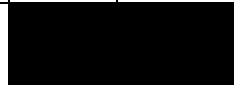
- 3. Have you taken the SSA (General) transfer examination within the last six (6) months?**

Yes	No
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If yes, did you receive a passing score?

Yes	No
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If yes, list the department and date you took the exam:



Employee's Signature / Date:

DO NOT USE THE SPACE BELOW
(For Personnel Use Only)

HIGHEST AO1 CLASSIFICATION	
HIGHEST AO1 CLASS CODE	
AO1 APPOINTMENT DATE	
AO1 APPOINTMENT TENURE	
AO1 APPOINTMENT TIME BASE	
ACCEPTED	DENIED
IF DENIED, REASON	
VERIFIED BY	
SIGNATURE, DATE	
2 ND VERIFIER INITIALS, DATE	