



# DEPARTMENT OF JUSTICE

## NOTICE OF TESTING

### STAFF SERVICES ANALYST (GENERAL)

#### DEPARTMENTAL

#### TRANSFER EXAMINATION (WRITTEN TEST)

CALIFORNIA STATE GOVERNMENT • AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE 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.

**CONTINUOUS TESTING** Testing is considered continuous as dates can be set at anytime. The testing office will accept the Request for Transfer Exam (RTE) Form continuously and will test applicants as needs warrant.

**WHO MAY APPLY** Competition is limited to employees of DOJ who meet the requirements to laterally transfer to the Staff Services Analyst (SSA) (General) classification. State Personnel Board Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfer. Applicants must currently have or previously have had a permanent civil service appointment to be eligible to participate. Classes within transfer range of SSA include those with a maximum salary of \$3109 or higher (i.e. Office Technician (T) and Program Technician II).

**FILING INSTRUCTIONS** All applicants must complete and return the [SSA RTE Form](#).

**WHERE TO APPLY** **Send SSA Request for Transfer Exam Form to:**

Mailing Address:  
Department of Justice  
Testing and Selection Unit/SSA  
P.O. Box 944255  
Sacramento, CA 94244-2550

File in Person:  
Department of Justice  
Testing and Selection Unit/SSA  
1300 "I" Street, 7<sup>th</sup> Floor - Suite 720  
Sacramento, CA 95814

**DO NOT SUBMIT THE SSA RTE FORM TO THE STATE PERSONNEL BOARD**

**SPECIAL TESTING ARRANGEMENTS** If you have a disability that requires reasonable accommodation to participate in this examination, please indicate in the appropriate box on the SSA RTE Form. You will be contacted to determine the specific arrangements necessary.

**TESTING PERIOD** Unsuccessful candidates must wait a minimum of six (6) months, from the date of their previous exam, to submit a new SSA RTE form to retest.

**SALARY** **Range A: \$2817-\$3426** This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

**Range B: \$3050-\$3708** This range shall apply to person 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 person 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: \$3658-\$4446** This range shall apply to person 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).

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**STAFF SERVICES ANALYST (GENERAL)**  
**PAGE 2 OF 2**

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**REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION**

Eligibility to laterally transfer into the SSA classification. Your eligibility to lateral transfer into the SSA class will be determined upon receipt of the completed SSA RTE Form.

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**WRITTEN TEST**

Written tests will be scheduled in Los Angeles, San Francisco, Sacramento and San Diego as the number of candidates and conditions warrant. Candidates will receive a written notice of testing no less than ten working days before their scheduled date.

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**EXAMINATION  
INFORMATION**

The examination will consist of a pass/fail written test. A passing score on the written transfer exam is maintained indefinitely.

No eligible list is established. A pool of candidates who pass the SSA written exam will be maintained indefinitely for consideration to lateral transfer to the SSA class.

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**WRITTEN TEST  
SCOPE**

The test will measure the following:

1. **Quantitative Analysis:** Skills in the area of 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.**

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**QUESTIONS**

Questions regarding the SSA transfer exam policy can be addressed to the Testing and Selection Unit at 916-324-5039 or you may send an email to [SSA@doj.ca.gov](mailto:SSA@doj.ca.gov)

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**REQUEST FOR TRANSFER EXAM  
STAFF SERVICES ANALYST (GENERAL)**

JUS 8777 (Orig. 10/07)

**To be completed by Requester**

|                          |          |                    |                        |
|--------------------------|----------|--------------------|------------------------|
| NAME (Last)              | (First)  | (M.I.)             | SOCIAL SECURITY NUMBER |
| MAILING ADDRESS (Number) |          | (Street)           | WORK TELEPHONE NUMBER  |
| (City)                   | (County) | (State) (Zip Code) | HOME TELEPHONE NUMBER  |

**ANSWER THE FOLLOWING QUESTIONS:**

1. Are you now employed by the Department of Justice? If yes, please complete information below:  YES  NO

Division/Unit \_\_\_\_\_ Classification: \_\_\_\_\_

2. In what location would you like to test?  Los Angeles  San Francisco  Sacramento  San Diego

3. Do you need reasonable accommodation to take a written test?  YES  NO  
(If "Yes", you will be notified to determine what assistance can be provided to you.)

**Employee Certification: I certify that the information I have provided is true and complete to the best of my knowledge.**

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

| APPLICANTS—DO NOT USE THE SPACE BELOW--FOR PERSONNEL OFFICE USE ONLY                           |   |
|--|---|
| <b>To be completed by Personnel Transactions (PTU)/Classifications and Pay (C&amp;P) Units</b> |   |
| ELIGIBLE TO TRANSFER TO SSA <input type="checkbox"/> YES <input type="checkbox"/> NO           |   |
| PTU Staff: _____   | Date: _____   |
| C & P Analyst: _____   | Date: _____   |
| <b>To be completed by Testing and Selection (TSU) Unit</b>                                     |   |
| <input type="checkbox"/> APPLICATION ACCEPTED  |   |
| DATE TEST SCHEDULED  | DATE NOTIFIED OF TEST   |
| SCORED BY (TSU Staff)  |   |
| TOTAL POINTS   | <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED |
| DATE SCORE ENTERED   | DATE RESULTS SENT   |
| <input type="checkbox"/> APPLICATION REJECTED  | DATE REJECT LETTER SENT   |

Privacy Statement - This information is requested by the Department of Justice Testing and Selection Unit per State Personnel Board Rule 174. Disclosure of Social Security Number is required to verify civil service eligibility for transfer exam.