



Staff Services Analyst (SSA) Transfer Exam Testing

WHO SHOULD APPLY: This is a transfer examination for the Department Veterans Affairs (CalVet). Competition is limited to employees of CalVet who meet the requirements to laterally transfer to the 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 attached to this examination bulletin. The completed form should be sent to joanna.doller@calvet.ca.gov. **Do not submit a Standard State Application (form Std 678).**

FINAL FILE DATE: Continuous Filing.

TESTING PERIOD: Unsuccessful candidates may be tested every six (6) months. The SSA Transfer Exam will be administered based on inquiries/needs of the department.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on *Request for Transfer Exam* form. You will be contacted to make specific arrangements.

WRITTEN TEST DATE: Based on needs of the department.

Eligible candidates will receive written notice of the testing time approximately ten (10) working days before their scheduled date.

SALARY RANGES: **Range A:** \$2945 - \$3690 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3189 - \$3992 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: \$3824 - \$4788 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 *Request for Transfer Exam*. Appropriateness of lateral transfer into the SSA class will be determined upon receipt of the completed form.

EXAMINATION INFORMATION: The examination will consist of a written test weighted Pass or Fail. A passing score on the written transfer exam is indefinite.

WRITTEN TEST SCOPE:

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

QUESTIONS: Questions regarding the SSA transfer exam policy can be addressed to Joanna.doller@calvet.ca.gov. To ensure a timely response, please enter "SSA Transfer Exam" in the subject line of your email.

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

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

ANSWER THE FOLLOWING QUESTIONS:

1. Are you now employed by the Department of Veterans Affairs? YES NO

If yes, which Office Location:

If no, What Department? Personnel's Phone number (your Department)

2. Do you need reasonable accommodation to take a written test? YES NO
(If "Yes", you will be notified to make special arrangements)

QUALIFICATIONS FOR LATERAL TRANSFER: Consideration for lateral transfer is based on the last appointment by certification or Board action.

APPLICANTS--DO NOT USE THE SPACE BELOW--FOR HUMAN RESOURCES USE ONLY

Last or highest A01 appointment by certification or board action. **(FOR TRANSACTIONS USE ONLY)**

| Class Code | Classification Title | Tenure/Time Base | Range |
|------------|----------------------|------------------|-------|
| | | | |

| | |
|-----------------------------------|---|
| TRANSFER RANGE VERIFIED BY | |
| <input type="checkbox"/> ACCEPTED | <input type="checkbox"/> REJECTED |
| DATE TEST SCHEDULED | DATE NOTIFIED OF TEST |
| SCORED BY | |
| TOTAL POINTS | <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED |
| DATE SCORE ENTERED | DATE RESULTS SENT |

Privacy Statement

This information is requested by the Department of Veterans Affairs and Certification Section per State Personnel Board Rule 174. * Disclosure of Social Security Number is required to verify civil service eligibility for transfer exam.