



Department of Parks and Recreation
STAFF SERVICES ANALYST (GENERAL)
TRANSFER EXAMINATION ANNOUNCEMENT



FINAL FILING DATE: April 3, 2017

WHO MAY APPLY: Competition is limited to current employees of the Department of Parks and Recreation (DPR) or past employees within the last 3 years, without a break in service who meet the requirements to laterally transfer to the Staff Services Analyst (General) classification. State Personnel Board Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfers. Applicants must currently have or previously have had a permanent civil service appointment to be eligible to participate.

FILING INSTRUCTIONS: All applicants must complete and return the Staff Services Analyst Transfer Exam Request Form (SSATE) no later than the final filing date. SSATE forms must be postmarked no later than **April 3, 2017, the final filing date**. Forms postmarked or personally hand delivered after the final filing date **will not** be accepted for any reason.

Note: Do not send your SSATE form via office or interoffice mail. Forms received by this manner **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174.

The SSATE form can be accessed by clicking the following link: ([Transfer Exam Request Form](#))

DO NOT submit a Standard State Application (STD. Form 678)

Note: You will need to create a profile at www.jobs.ca.gov by the **final filing date, April 3, 2017** in order for personnel to update your results records.

WHERE TO APPLY:	<u>By mail:</u>	<u>In person:</u>
	Department of Parks and Recreation Attention: Selections Unit/Teresa Webber P.O. Box 942896 Sacramento, CA 94296-0001	Department of Parks and Recreation Attention: Selections Unit/Teresa Webber 1416 9th Street, Room 1018 (10th floor) Sacramento, CA 95814

RETEST PERIOD: Unsuccessful candidates must wait a minimum of six (6) months, from the date of their previous exam to submit a new SSA Request for Transfer Exam Request form to retest.

WRITTEN TEST DATE: Written tests will be scheduled in locations throughout the State as the number of candidates and conditions warrant. Candidates will receive written notice of testing no less than ten (10) working days prior to their scheduled examination date. Anticipated Test Dates will be in **May 2017**.

SALARY RANGE: Monthly Salary:
 Range A - \$2,945 - \$3,690
 Range B - \$3,189 - \$3,992
 Range C - \$3,824 - \$4,788

Range A. This range shall apply to those individuals who do not meet the criteria for Range B or C.

Range B. 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 Staff Services Analyst.

Range C. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent to 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission experience, and may apply to persons who have the equivalent of eighteen months of satisfactory experience outside of State service performing analytical personnel, budget or administrative duties similar to those of Staff Services Analyst.

(Continued on reverse side)

SPECIAL TESTING ARRANGEMENTS:

If you have a disability that requires reasonable accommodation to participate in this examination, please indicate this in the appropriate box on the SSA Request for Transfer Exam Request form. You will be contacted to determine the specific arrangements necessary.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

You must meet the requirements to laterally transfer into the SSA classification by the date you submit your Request for Transfer Exam form. Appropriateness of lateral transfer into the SSA class will be verified by Personnel Office Staff upon receipt of the completed SSA Request for Transfer Exam form.

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 classification.

The State Personnel Board Merit Operations Division has developed a Study Guide & Sample Test Questions. This guide is designed to familiarize and assist you with preparing for the SSA transfer exam.

To view the Study Guide & Sample Test Questions click below or type the following link into your address bar: http://www.parks.ca.gov/pages/736/files/study_guide_sample_test_questions.pdf

WRITTEN TEST SCOPE:

The written test will measure the following:

1. **Quantative Analysis:** Skills in the area of algebra, geometry, 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.

*Candidates will be permitted to bring standard calculators to use during the examination. Programmable calculators, smart phones, tablets, computers, and calculators with paper printout are not allowed.

QUESTIONS:

Questions regarding the SSA Transfer exam can be addressed to the Department of Parks and Recreation Selections Unit at 916-651-3383, or you may send an email to Teresa.Webber@parks.ca.gov or Jeanne.Krause@parks.ca.gov