



Department of Parks and Recreation

STAFF SERVICES ANALYST (GENERAL)

TRANSFER EXAMINATION ANNOUNCEMENT



FINAL FILING DATE: January 5, 2018

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 (SSA) (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 **January 5, 2018, 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, January 5, 2018** in order for personnel to update your results records.

WHERE TO APPLY:	By mail: Department of Parks and Recreation Attention: Selections Unit/Teresa Webber P.O. Box 942896 Sacramento, CA 94296-0001	In person: Department of Parks and Recreation Attention: Selections Unit/Teresa Webber 1416 9th Street, Room 1018 (10th floor) Sacramento, CA 95814
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RETEST PERIOD: Unsuccessful candidates must wait a minimum of six (6) months, from their previous exam date to be eligible to retake the exam.

WRITTEN TEST DATE: Written exams 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 **February/March 2018**.

SALARY RANGE:

Monthly Salary:
 Range A - \$3,063 - \$3,838
 Range B - \$3,317 - \$4,152
 Range C - \$3,977 - \$4,980

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 (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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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.

You must bring a copy of the "Notice to Appear" letter and a photo identification (or two forms of signed identification) with you to the written test site. The name on your identification document(s) must exactly match the name on the "Notice to Appear" letter to be accepted into the written examination. Applicants must present either a valid Government-issued, photo identification document (i.e., California Identification Card or Driver License, passport, military ID, Green Card, etc.) or two forms of signed identification documents (i.e., Social Security Card, temporary California Driver License, marriage certificate, etc.) at check-in.

EXAMINATION INFORMATION:

The SSA Transfer examination will consist of a written test scored as pass/fail.

No eligible list will be established. All successful candidates will have indefinite eligibility for consideration as a lateral transfer into the classification.

Candidates will be permitted to bring standard, basic hand-held calculators to use during the examination. **Calculators will not be provided by the testing department.** Programmable calculators, cell phones, smart phones, smart watches, smart glasses, tablets, and other electronic devices will not be allowed.

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 on the link 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. **Quantitative 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.
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QUESTIONS:

Frequently asked questions (FAQ's) are located within the California State Parks Intranet page by clicking on Program Areas → Personnel Services → Exam Services Unit and you will find it under Quick Links on the right hand side of the page. Click on the following link or typing it into your address bar to get to the Intranet page: <http://isearch.parks.ca.gov/>

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