



## STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAMINATION

<b>Department(s):</b>	California State Library
<b>Examination Type:</b>	Transfer Examination (Written)
<b>Final Filing Date:</b>	Continuous Filing

### APPLICATION INSTRUCTIONS

#### WHO SHOULD APPLY:

This is a transfer examination for the California State Library. Competition is limited to employees of the California State Library who meet the requirements to laterally transfer to the Staff Services classification. State Personnel Board Rules 425, 430, 432, and 435 contain general provisions for lateral transfer.

#### HOW TO APPLY:

You must complete the Staff Services Analyst Transfer Examination Request Form (FOR-2437). The completed form must be sent to [exams@library.ca.gov](mailto:exams@library.ca.gov).

**Standard State Application form Std. 678 or Resume will not be accepted.**

#### FILING PERIOD:

FOR-2437 will be accepted on a CONTINUOUS BASIS throughout the year.

#### TESTING PERIOD:

Unsuccessful candidates who do not attain a passing score **MUST WAIT 6 MONTHS FROM THE DATE OF DISQUALIFICATION** before retaking the written transfer exam.

#### SPECIAL TESTING INFORMATION:

If you have a disability that requires accommodation, mark the appropriate box on FOR-2437. You will be contacted to make specific arrangements.

#### WRITTEN TEST DATE:

Written tests will be schedule in Sacramento, California. Candidates will receive notice of the written examination no less than ten (10) working days prior to their scheduled test date

## SALARY RANGES

**Range A: \$3298 - \$4132** This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

**Range B: \$3571 - \$4469** 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: \$4281 - \$5360** 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 STAFF SERVICES ANALYST TRANSFER EXAMINATION

It is your responsibility to ensure that you meet the requirements to laterally transfer into the Staff Services Analyst class by the date you submit your FOR-2437. Appropriateness of lateral transfer into the Staff Services Analyst class will be determined upon receipt of the completed FOR-2437.

## EXAMINATION INFORMATION

This examination will consist of a written test weighted pass or fail. A passing score on the written transfer examination is indefinite.

**WRITTEN TEST SCOPE:** [See Study Guide](#)

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

Veteran's Preferences **do not** apply for this examination.

Career Credits **do not** apply for this examination.

## EQUAL OPPORTUNITY EMPLOYER

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.

## **DRUG FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free 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.

## **QUESTIONS**

Questions regarding the Staff Services Analyst Transfer examination can be addressed to [exams@library.ca.gov](mailto:exams@library.ca.gov).