



Staff Services Analyst (SSA)

TRANSFER EXAM TESTING

WHO SHOULD APPLY: This is a transfer examination for the Department of Health Care Services (DHCS). Competition is limited to employees of the DHCS 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 (DHCS 9051). The completed form should be sent by e-mail to hrbexams@dhcs.ca.gov. To ensure a timely response, please enter "SSA Transfer Exam" as the subject. Do **not** submit a Standard State Application form Std. 678.

FILING PERIOD: Applications will be accepted continuously.

TESTING PERIOD: Unsuccessful candidates may be tested only once during a six-month period.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on DHCS 9051. You will be contacted to make specific arrangements.

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 five working days before their scheduled date.

SALARY RANGES: Range A: **\$2,873 - \$3,600** per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: **\$3,111 - \$3,893** 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: **\$3,731 - \$4,671** 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 DHCS 9051. Appropriateness of lateral transfer into the SSA class will be determined upon receipt of the completed DHCS 9051.

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: See **Study Guide**

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 hrbexams@dhcs.ca.gov. To ensure a timely response, please enter "SSA Transfer Exam" as the subject.