



STATE OF CALIFORNIA
Department of Forestry and Fire Protection
and
The Resources Agency
STAFF SERVICES ANALYST (SSA) (GENERAL)



TRANSFER EXAMINATION ANNOUNCEMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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.

DEPARTMENTAL FOR	Department of Forestry and Fire Protection (CAL FIRE) and the Resources Agency
POSITIONS EXIST	Statewide
WHO SHOULD APPLY	This is a transfer examination for CAL FIRE and the Resources Agency. Competition is limited to employees of CAL FIRE or the Resources Agency 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 transfers.
HOW TO APPLY	Complete and submit the SSA Transfer Examination Request form to the Department of Forestry and Fire Protection by mail to P.O. Box 94246, Sacramento, California 94244-2460, attention Examination Unit , or in person at 1300 U Street, Sacramento, California. DO NOT SUBMIT an Examination Application STD 678.
FINAL FILING DATE	Applications will be accepted on a continuous basis.
EXAMINATION DATES	Written tests will be scheduled as the number of candidates and conditions warrant. Candidates will receive written notice of testing approximately two weeks prior to the written test date.
TESTING PERIOD	Unsuccessful candidates may be tested only once during a twelve-month period.
SALARY RANGE	<p>Range A: \$2,817 - \$3,426 per month This range shall apply to those individuals who do not meet the criteria for Range B or Range C.</p> <p>Range B: \$3,050 - \$3,708 per month This range shall apply to persons who have satisfactorily completed the equivalent to six months of SSA (General) or SSA, 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 SSA.</p> <p>Range C: \$3,658 - \$4,446 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 SSA (Range B) or SSA, Fair Political Practices Commission (Range B) experience; and may apply to persons who have equivalent of 18 months of satisfactory experience outside the State service performing analytical personnel, budget, or administrative duties similar to those of SSA (General).</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate area on the SSA Transfer Examination Request form. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	Candidates that are successful in the written transfer examination administered by CAL FIRE will be added to a master listing of successful candidates. The listing will be maintained indefinitely for transfer purposes by the State Personnel Board.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	Appropriateness of lateral transfer into the SSA classification will be determined upon receipt of the completed SSA Transfer Examination Request form.

(Continued on reverse side)

**EXAMINATION
INFORMATION**

The examination will consist of a written examination weighted pass or fail. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN EXAMINATION WILL BE DISQUALIFIED.**

WRITTEN TEST

Scope:

1. Quantitative analysis.
 2. Data analysis and interpretation.
 3. Workload management/project management scenarios.
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**CONFIDENTIALITY AND
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

**ADDITIONAL
INFORMATION**

For additional information about the SSA transfer examination, including Frequently Asked Questions, please visit our intranet site at <http://cdfweb/EmployeeInfo/HumanResources/Exams/currentexam.htm> or our internet site at http://www.fire.ca.gov/careers_exams.php .
