



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, GENETIC INFORMATION, OR SEXUAL ORIENTATION.

## STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAMINATION

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

**WHO SHOULD APPLY:** This is a transfer examination for the Office of Environmental Health Hazard Assessment (OEHHA). Competition is limited to employees of the OEHHA 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 transfer.

**HOW TO APPLY:** You must complete the SSA Transfer Examination Request (OEH 207). To complete and download the OEH 700 form, click on <http://www.oehha.ca.gov/jobs/pdf/oeh207.pdf>. The completed OEH 207 form may be personally delivered or sent via inter-office to the **Office of Environmental Health Hazard Assessment, Human Resources Branch at 1001 I Street, MS 19B, Room 19-65**; or mailed to **P.O. Box 67, Sacramento, CA 95812-0067**. Do **not** submit a Standard State Application Form (STD 678). The STD 678 form is not required for this transfer examination.

**FILING PERIOD:** SSA Transfer Examination Requests (OEH 207) will be accepted continuously.

**TESTING PERIOD:** Unsuccessful candidates may be tested only once every six (6) months.

**SPECIAL TESTING ARRANGEMENTS:** If you have a disability that requires accommodation, mark the appropriate box on the OEH 207 form. You will be contacted to make specific arrangements.

**WRITTEN TEST DATE:** Written tests may be scheduled in Sacramento and/or Oakland as conditions warrant. Candidates will receive written notice of testing no less than five working days before their scheduled date.

### SALARY RANGES:

**Range A: \$2817 - \$3426 per month**

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

**Range B: \$3050 - \$3708 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: \$3658 - \$4446 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 Transfer Examination Request Form (OEH 207). Appropriateness of lateral transfer into the SSA class will be determined upon receipt of the completed OEH 207 form.

**EXAMINATION INFORMATION:** The examination will consist of a written test, weighted pass or fail. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

### WRITTEN TEST SCOPE:

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

**ELIGIBILITY INFORMATION:** A passing score on the written transfer exam is indefinite.

**QUESTIONS:** Questions regarding the SSA transfer examination may be addressed via email to [ptang@oehha.ca.gov](mailto:ptang@oehha.ca.gov) or by calling the Examination Unit at (916) 445-9376. For emails, please enter "SSA Transfer Exam" on the subject line.