



**STATE OF CALIFORNIA**  
**Department of Forestry and Fire Protection**  
**(CAL FIRE),**  
**Natural Resources Agency and**  
**Delta Stewardship Council**



**STAFF SERVICES ANALYST (GENERAL)**

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.

<b>DEPARTMENTAL FOR</b>	Department of Forestry and Fire Protection (CAL FIRE), Natural Resources Agency and Delta Stewardship Council
<b>POSITIONS EXIST</b>	Statewide
<b>WHO SHOULD APPLY</b>	This is a transfer examination for CAL FIRE, Natural Resources Agency and Delta Stewardship Council. Competition is limited to employees of CAL FIRE, Natural Resources Agency, and Delta Stewardship Council who meet the requirements to laterally transfer to the Staff Services Analyst (SSA) (General) classification. The California Department of Human Resources, formerly of the State Personnel Board, Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfers.
<b>HOW TO APPLY</b>	Complete and submit the SSA (General) Transfer Examination Request form to the Department of Forestry and Fire Protection (CAL FIRE) by <b>mail to P.O. Box 94246, Sacramento, California 94244-2460, attention Examination Unit</b> , or in person at 1300 U Street, Sacramento, California. <b>DO NOT SUBMIT an Examination Application STD 678.</b>
<b>FINAL FILING DATE</b>	Applications will be accepted on a continuous basis.
<b>EXAMINATION DATES</b>	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.
<b>TESTING PERIOD</b>	Unsuccessful candidates may be tested only once during a six-month period.

*(Continued on reverse side)*

**Staff Services Analyst (General) Transfer Examination**  
(Cont'd.)

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**SALARY RANGE**

**Range A: \$3,063 - \$3,838 per month**

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

**Range B: \$3,317 - \$4,152 per month**

This range shall apply to persons who have satisfactorily completed the equivalent of 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 (General).

**Range C: \$3,977 - \$4,980 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 (General) (Range B) or SSA, Fair Political Practices Commission (Range B) experience; and may apply to persons who have the equivalent of 18 months of satisfactory experience outside of State service performing analytical personnel, budget, or administrative duties similar to those of SSA (General).

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**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate area on the SSA (General) Transfer Examination Request form. You will be contacted to make specific arrangements.

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**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 California Department of Human Resources.

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**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

Appropriateness of lateral transfer into the SSA (General) classification will be determined upon receipt of the completed SSA (General) Transfer Examination Request form.

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**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.**

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**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.

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**ADDITIONAL INFORMATION**

For additional information about the SSA (General) transfer examination, including "Frequently Asked Questions", our internet site at: [http://www.fire.ca.gov/about/about\\_careers\\_exams.php](http://www.fire.ca.gov/about/about_careers_exams.php) and scroll down to Staff Services Analyst (SSA) (General) Transfer Examination.

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