

TRANSFER EXAMINATION ANNOUNCEMENT

EXAM TITLE: STAFF SERVICES ANALYST (GENERAL)
EXAM BASE: CONTINUOUS FILING
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)
AGENCY: NATURAL RESOURCES AGENCY
FINAL FILING DATE: AUGUST 24, 2012
WRITTEN TEST DATE: SEPTEMBER/OCTOBER 2012

This examination is being administered on a continuous basis. If you have submitted a "Staff Services Analyst (General) Transfer Examination Request" form after the last written test was administered on March 27, 2012, it is not necessary for you to submit a new form.

If you submitted a "Staff Services Analyst (General) Transfer Examination Request" form for the last examination administration, and did not show up to your scheduled examination time, you will need to submit a new "Staff Services Analyst (General) Transfer Examination Request" form by the Final Filing Date to be considered for this examination administration.

"Staff Services Analyst (General) Transfer Examination Request" forms must be postmarked no later than **AUGUST 24, 2012** to be evaluated for the upcoming examination. Forms postmarked after August 24, 2012, will be considered in the next examination administration.

DO NOT SUBMIT an Examination Application STD 678.

To obtain a copy of the "Staff Services Analyst (General) Transfer Examination Request" form or to view information including the "Frequently Asked Questions" regarding this examination, please visit the "Current Examinations" on CAL FIRE's Internet and Intranet websites. Refer to the examination bulletin's "Additional Information" section for the CAL FIRE Internet and Intranet links.



STATE OF CALIFORNIA
Department of Forestry and Fire Protection
 and
Natural Resources Agency
STAFF SERVICES ANALYST (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 Natural Resources Agency
POSITIONS EXIST	Statewide
WHO SHOULD APPLY	This is a transfer examination for CAL FIRE and the Natural Resources Agency. Competition is limited to employees of CAL FIRE or the Natural Resources Agency 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.
HOW TO APPLY	Complete and submit the SSA (General) Transfer Examination Request form to the Department of Forestry and Fire Protection (CAL FIRE) by mail to P.O. Box 944246, 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 six-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 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).</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 (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).</p>

(Continued on reverse side)

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

**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.

**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.

**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.

**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 (General) transfer examination, including "Frequently Asked Questions", please visit our intranet site at: <http://calfireweb/employeecenter/#career> or our internet site at: http://www.fire.ca.gov/about/about_careers_exams.php.
