NOTICE OF CORRECTION

DEPARTMENT:	CALIFORNIA CONSERVATION CORPS
EXAM TITLE:	STAFF SERVICES ANALYST TRANSFER EXAM
ORIGINAL TEST DATE:	MAY 26, 2016
NEW TEST DATE:	MAY 25, 2016

The bulletin announcing the above examination is amended as follows:

The test date has been changed from May 26, 2016 to May 25, 2016. The exam will be administered in the afternoon at headquarters.

RELEASE DATE: 05/02/2016

STAFF SERVICES ANALYST (SSA)
Transfer Exam
Final Filing Date: May 6, 2016

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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 CAN APPLY

This is a transfer examination for employees of the California Conservation Corps (CCC).

HOW TO APPLY

Complete the SSA Transfer Exam Request form (CCC 351) and submit to the Human Resources Branch, attention Exam Unit. You may fax it to (877) 826-5231, email it to donna.pyevach@ccc.ca.gov, send by regular mail or deliver in person. The request form is attached to the last page of this bulletin or can be requested by emailing donna.pyevach@ccc.ca.gov.

REASONABLE ACCOMMODATION

If you have a disability and need special testing arrangements or other reasonable accommodations, please contact the Exam Unit at (916) 341-3140, or via the California Relay Service for the deaf or hearing impaired from TTY phones at (800) 735-2929, or from voice phones at (800) 735-2922.

ELIGIBILITY REQUIREMENTS

Competition is limited to CCC employees who have a permanent appointment and who meet the requirements to laterally transfer to the SSA classification. Appropriateness of lateral transfer will be determined by a Human Resources Analyst upon receipt of the SSA Transfer Exam Request form.

EXAMINATION INFORMATION

The examination will consist of a written test weighted pass/fail.

WRITTEN TEST SCOPE

The examination will be in the following three areas:

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

A calculator will be provided for you. Three hours will be allowed to complete the exam.

STUDY GUIDE

A study guide is available for this examination and will be sent to candidates with their notice to appear.

WRITTEN TEST DATE

~~MAY 26, 2016~~ May 25, 2016

The examination will be administered at headquarters in Sacramento.

ELIGIBLE LIST INFORMATION

No eligible list is established. Candidates who are successful will be added to the master listing of successful candidates and have indefinite eligibility to transfer to the SSA classification with the CCC or with any other state department. Unsuccessful candidates must wait six months to retake the exam.

SALARY RANGES

Range A: **$2945 - $3690** per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: **$3189 - $3992** 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.

SALARY RANGES (Con't)

Range C: **$3824 - $4788** 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).

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.

QUESTIONS

If you have questions about this examination, please contact Donna Pyevach at (916) 341-3140 or by email at donna.pyevach@ccc.ca.gov.

CALIFORNIA CONSERVATION CORPS

STAFF SERVICES ANALYST (GENERAL)
TRANSFER EXAM REQUEST FORM

NAME *(Last)* *(First)* *(M.I.)*	Last Four of SS #
MAILING ADDRESS *(Number)* *(Street)*	Work Telephone Number ( )
(City) *(County)* *(State)* *(Zip Code)*	Home Telephone Number ( )

ANSWER THE FOLLOWING QUESTIONS:

1. Are you currently employed by the California Conservation Corps? ☐Yes ☐ No

   Center/Division/Unit: _____

2. Do you need a reasonable accommodation to take a written test? ☐Yes ☐ No

   (If "Yes", you will be notified to make special arrangements)

QUALIFICATIONS FOR LATERAL TRANSFERS: Consideration for lateral transfers is based on the last list appointment by certification or Board action.

I certify that the information I have entered on this form is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the testing process.

Signature: _____ **Date:** _____

APPLICANTS--DO NOT USE THE SPACE BELOW--FOR HUMAN RESOURCES USE ONLY

HIGHEST AO1 APPOINTMENT	
APPOINTMENT DATE/TENURE/TIME-BASE	
TRANSFER RANGE VERIFIED BY	
☐ ACCEPTED ☐ REJECTED	
DATE TEST SCHEDULED	DATE NOTIFIED OF TEST
SCORED BY	
TOTAL POINTS	☐ PASSED ☐ FAILED
DATE SCORE ENTERED	DATE RESULTS SENT