



Human Resources Branch
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STATE OF CALIFORNIA – ENVIRONMENTAL PROTECTION AGENCY
DEPARTMENT OF PESTICIDE REGULATION



STAFF SERVICES ANALYST (GENERAL)
DEPARTMENTAL TRANSFER EXAM

Bulletin Release: 12/11/2019

WHO MAY APPLY

This is a transfer examination for the Department of Pesticide Regulation (DPR). Competition is limited to employees of DPR 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 Staff Services Analyst (SSA) Transfer Exam Request form (PSB 101) and Standard State Application form 678 (STD. 678) by mail or in person to:

**Department of Pesticide Regulation
Human Resources Branch/Examinations Unit
Attn: SSA Transfer Exam
1001 I Street, 4th Floor, MS – 4B
PO Box 4015
Sacramento, CA 95812-4015**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the SSA Transfer Examination Request form.

FILING PERIOD

Applications will be accepted on a continuous basis.

TESTING PERIOD

Unsuccessful candidates may be tested only once during a six-month period.

EXAMINATION DATES

Written tests will be scheduled as the number of candidates and conditions warrant. Candidates will receive a written notice of testing approximately two weeks prior to the written test date.

SALARY RANGE

Range A: \$3,298 - \$4,132 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3,571 - \$4,469 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.

Range C: \$4,281 - \$5,360 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 the equivalent of 18 months of satisfactory experience outside the State service performing analytical personnel, budget, or administrative duties similar to those of SSA (General).

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the requirements to laterally transfer (SPB rules 425, 430-433, 435, and 444) into the SSA classification by the date you submit your SSA Transfer Request form. Appropriateness of lateral transfer into the SSA classification will be determined upon receipt of the completed Request for Transfer Examination (SSA) form (PSB 101).

EXAMINATION INFORMATION

This 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

ELIGIBLE LIST INFORMATION

Candidates that are successful in the written transfer examination administered by DPR will be added to a master listing of successful candidates. The listing will be maintained by the California Department of Human Resources indefinitely for transfer purposes only.

ADDITIONAL INFORMATION

For additional information about the SSA transfer examination, including Frequently Asked Questions, please visit our intranet site at http://admin/docs/hrb/exams/ssa_exam.htm