

Caltrans

Staff Services Analyst (General)

Transfer Examination Bulletin



WHO SHOULD APPLY: This is a transfer examination for Caltrans. Competition is limited to Caltrans employees who meet the requirements to laterally transfer to the Staff Services Analyst General (SSA) classification. State Personnel Board Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfer.

HOW TO APPLY: To apply for the SSA Transfer Exam, please complete the SSA Transfer Exam request form (PM-0961) and submit to:

***FILE BY MAIL:**

CALTRANS

Exam Services (MS 86)

P.O. Box 168036

Sacramento, CA 95816-8036

***FILE IN PERSON:**

CALTRANS

Exam Services (MS 86)

1727 30th Street, 1st Floor

Sacramento, CA 95816

FINAL FILING DATE: CONTINUOUS

WRITTEN TEST DATE: Written tests will be scheduled at locations throughout the State as the number of candidates and conditions warrant. Qualified candidates will be notified by mail of the specific time and location of the test.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the SSA Transfer Examination Request form. You will be contacted to make specific arrangements.

TESTING PERIOD: Unsuccessful candidates must wait six months before retesting.

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.

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).

REQUIREMENTS FOR ADMITTANCE TO THE SSA TRANSFER EXAMINATION: You must meet the requirements to laterally transfer into the SSA class by the date you submit your SSA Transfer Examination Request form. Appropriateness of lateral transfer into the SSA class will be verified by personnel upon receipt of the completed form.

EXAMINATION INFORMATION: The examination will consist of a written test weighted pass or fail. A passing score on the written transfer examination is indefinite. Please allow approximately three hours for completion of the written test.

WRITTEN TEST SCOPE:

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

[Click here](#) to obtain a copy of the study guide for this examination.

QUESTIONS: For more information regarding this exam, please contact the exam analyst at (916) 227-5181.

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.