



The California Department of Fish & Wildlife Invites you to take the Departmental Transfer Examination for Staff Services Analyst



FINAL FILING DATE: Continuous

Cut Off Dates: February 1 and August 1



Department of Fish and Wildlife employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.

Position Information

Who Should Apply: Competition is limited to Department of Fish and Wildlife employees who meet the requirements to laterally transfer to the Staff Services Analyst (SSA) classification. State Personnel Board Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfer. Classes within transfer range of SSA include those with a salary range within 9.9% (i.e. Office Technician (T) and Program Technician II).

Salary Ranges: Range A: \$3186 - \$3992 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3450 - \$4318 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: \$4136 - \$5179 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).

How to Apply for this Examination

Filing Period: Applications will be accepted continuously until the new revised Staff Services Analyst class specification is released by the California Department of Human Resources (CalHR). Cut off dates are set for February 1 and August 1. Applications received after that date will be held until the next round of testing.

How to Apply: You must complete the [SSA Transfer Exam Request Form \(FG-HRB-569\)](#). The SSA Transfer Exam Request Form (FG-HRB-569) must be POSTMARKED by the U.S. Postal Service, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL.

DROP OFF:
Department of Fish and Wildlife
Attention: Exam Unit
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814

MAIL TO:
Department of Fish and Wildlife
Attention: HR – Exam Unit
P.O. Box 944209
Sacramento, CA 94244

Do **not** submit a Standard State Application form Std 678.

Accommodations for Persons with Disabilities: If you have a disability that requires accommodation, mark the appropriate box on the SSA Transfer Exam Request Form. You will be contacted to make specific arrangements.

Requirements for Admittance to the Examination

Requirements for Admittance to the SSA Transfer Exam: You must meet the requirements to laterally transfer into the SSA class by the date you submit your SSA Transfer Exam Request Form (FG-HRB-569). Appropriateness of lateral transfer into the SSA class will be verified by the Human Resources Branch upon receipt of the completed SSA Transfer Exam Request Form (FG-HRB-569).

Examination Information

Type of Examination: The examination will consist of a written test weighted pass or fail.

Examination Dates: The written test date for this round of testing is to be determined. Candidates will receive written notice of testing no less than five working days before their scheduled date.

Scope of Examination: (STUDY THIS to prepare for examination.)

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

Length of List Eligibility: A passing score on the written transfer exam is indefinite.

Questions?

If you have any questions concerning the Staff Services Analyst transfer examination please contact Christine Park, christine.park@wildlife.ca.gov, Human Resources Branch at (916) 653-8120. You may also visit our website at <http://www.wildlife.ca.gov/>.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND WILDLIFE OFFERS EQUAL OPPORTUNITY 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 THE 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. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.