



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.

California is one of the most biodiverse places on the planet. As such, The Department of Fish and Wildlife values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures and personal experiences can thrive and connect others to our critical mission.

Join us and begin a meaningful new career.

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: \$3,448 - \$4,320 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3,733 - \$4,672 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: \$4,476 - \$5,604 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 OR RECEIVED VIA INTER-OFFICE MAIL. Due to the recent impact of the COVID-19 and for the safety of our employees and customers, the drop off location for applications will be temporarily closed. In order to ensure we receive your request form, please send your form certified mail to the mailing address indicated on the announcement.

MAIL TO:

Department of Fish and Wildlife
Attention: HR – Recruitment and Selection Unit
P.O. Box 944209
Sacramento, CA 94244

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

Completed forms must be received or POSTMARKED no later than the Cut-off Date for the current administration in order to be considered for the current administration.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of a form. **Forms postmarked or received via inter-office mail after the Cut-off Date for the current administration will be held until the next administration.**

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 Daniel Williams, daniel.williams@wildlife.ca.gov. You may also visit our website at <https://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.