



STAFF SERVICES ANALYST (GENERAL) LATERAL TRANSFER EXAM ANNOUNCEMENT

Department of Corrections and Rehabilitation

Departmental Promotional Examination
Final Filing Date: October 15, 2021

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

WHO SHOULD APPLY

This examination is limited to current California Department of Corrections and Rehabilitation (CDCR) employees who meet the requirements to laterally transfer to the Staff Services Analyst (SSA) classification. Current employees who are employed by the California Correctional Health Care Services (CCHCS) must apply with CCHCS directly. State Personnel Board Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfer.

Once you have taken the SSA Lateral Transfer examination, you may not retake it for six (6) months.

HOW TO APPLY

You must complete the Request for Lateral Transfer Exam form on Page 4 of this document. **DO NOT** submit a Standard State Application (STD. 678). You must submit the completed Request for Lateral Transfer Exam form:

By mail to:

**Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001**

Or in person at:

**Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, 211S**

If you are personally delivering your Request for Lateral Transfer Exam form, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, on or before the final filing date to the street address listed above.

Completed Request for Lateral Transfer Exam forms must be received or postmarked by the Final Filing Date in order to be considered. If a form is received after the final filing date with a late or missing postmark, the form is considered late. It is the applicant's responsibility to submit their form on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of a form.

FINAL FILING DATE

October 15, 2021 is the final filing date. Request for Lateral Transfer Exam forms postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

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BULLETIN RELEASE DATE: 9/24/2021

TEST DATE

The written test date will be **January 29, 2022**.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on the Request for Lateral Transfer Exam form and you will be contacted to make specific arrangements. You may also contact the Office of Workforce Planning at (916) 322-2545.

SALARY RANGE

Range A: \$3,448.00 - \$4,320.00 per month

This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3,733.00 - \$4,672.00 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: \$4,476.00 - \$5,604.00 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 LATERAL TRANSFER EXAMINATION

Appropriateness of lateral transfer into the SSA class will be determined upon receipt of the completed Request for Lateral Transfer Exam form. Applicants must meet the lateral transfer requirements by the written test date.

NOTE: SSA Lateral Transfer examination candidates do not need to meet the minimum qualifications.

EXAMINATION INFORMATION

The examination will consist of a written test weighted pass or fail. If you receive a passing score on the written lateral transfer examination, you will have indefinite eligibility. If you have already passed the SSA Lateral Transfer examination, regardless of which agency administered the examination, you do not need to take the test again.

WRITTEN TEST SCOPE:

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

QUESTIONS

Questions regarding the SSA Lateral Transfer examination can be emailed to ExamHelpDesk@cdcr.ca.gov. To ensure a timely response, please enter "SSA Transfer Exam" as the subject.

DIVERSITY AND INCLUSION

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

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DRUG-FREE STATEMENT

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.

GENERAL INFORMATION

It is the candidate's responsibility to contact CDCR's Office of Workforce Planning at (916) 322-2545 at least five days prior to the written test date if he/she has not received his/her notice.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, investigation may be made of employment records and personal history.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

OFFICE OF WORKFORCE PLANNING

EXAMINATION SERVICES UNIT

1515 S STREET, SACRAMENTO, CA 95811

PHONE: (916) 322-2545

Telecommunications Relay Service: 711

