



DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
STAFF SERVICES ANALYST (SSA) (GENERAL)
TRANSFER EXAM ANNOUNCEMENT

**EQUAL
EMPLOYMENT
OPPORTUNITY**

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.

**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.

DEPARTMENT

Department of Fair Employment and Housing

POSITIONS EXIST

DFEH Statewide

**WHO SHOULD
APPLY**

This is a transfer examination for Department of Fair Employment and Housing (DFEH). Competition is limited to employees of DFEH 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

Please complete and submit your Examination Application (STD. 678) to the:

Department of Fair Employment and Housing
Human Resources Office – Amy Duarte
2218 Kausen Dr., Suite 100
Elk Grove, CA 95758

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN
RESOURCES OR STATE PERSONNEL BOARD.**

**CONTINUOUS
FILING**

The Department of Fair Employment and Housing will accept applications on a continuous basis.

**EXAMINATION
DATES**

Written tests will be scheduled on a semi-annually basis and/or as conditions warrant. Candidates will receive written notice of testing approximately two weeks prior to the written test date.

TESTING PERIOD

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

SALARY RANGE	<p>Range A: \$2,945 - \$3,690 per month This range shall apply to those individuals who do not meet the criteria for Range B or Range C.</p> <p>Range B: \$3,189 - \$3,992 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.</p> <p>Range C: \$3,824 - \$4,788 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).</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate area on the standard State Application. You will be contacted to make specific arrangements.</p>
ELIGIBLE LIST INFORMATION	<p>Candidates that are successful in the written transfer examination administered by DFEH will be added to a master listing of successful candidates. The listing will be maintained indefinitely for transfer purposes by the California Human Resources Department and State Personnel Board.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>Appropriateness of lateral transfer into the SSA classification will be determined upon receipt of the completed State Application.</p>
EXAMINATION INFORMATION	<p>The examination will consist of a written examination weighted pass or fail. COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN EXAMINATION WILL BE DISQUALIFIED.</p>
WRITTEN TEST	<p>Scope:</p> <ol style="list-style-type: none">1. Quantitative analysis.2. Data analysis and interpretation.3. Workload management/project management scenarios.
CONFIDENTIALITY AND SECURITY	<p>Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.</p>