



STATE OF CALIFORNIA
Department of Business Oversight



EXAMINATION ANNOUNCEMENT
STAFF SERVICES ANALYST (GENERAL)
TRANSFER EXAM

EDMUND G. BROWN JR., Governor

Alexis Podesta, Agency Secretary
Jan Lynn Owen, Commissioner of Business Oversight

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.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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.

WHO MAY APPLY - COMPETITION LIMITED TO DEPARTMENT OF BUSINESS OVERSIGHT EMPLOYEES

This is a transfer examination for the Department of Business Oversight (DBO). Admission to the Staff Services Analyst (General) Transfer Exam is limited to current DBO employees who meet the requirements to laterally transfer to the Staff Services Analyst (General) classification.

HOW TO APPLY

Submit the Staff Services Analyst (General) Transfer Exam Request form in person or by mail to:

**DEPARTMENT OF BUSINESS OVERSIGHT
ATTN: HUMAN RESOURCES/EXAM UNIT
1515 K STREET, SUITE 200
SACRAMENTO, CA 95814**

FINAL FILING DATE

Applications will be accepted continuously.

WRITTEN TEST DATE

Written tests will be scheduled as the number of candidates and conditions warrant. Candidates will receive written notice of testing no less than five (5) working days before their scheduled date.

SPECIAL TESTING ARRANGEMENTS

If you need reasonable accommodation to take the written exam, mark the appropriate box on the "Staff Services Analyst (General) Transfer Exam Request" form. You will be contacted about specific testing arrangements.

SALARY RANGE (As of July 1, 2018)

Range A \$3,186 - \$3,992
Range B \$3,450 - \$4,318
Range C \$4,136 - \$5,179

MINIMUM REQUIREMENTS FOR ADMITTANCE TO THE STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAM

To qualify for the Staff Services Analyst (General) Transfer Exam, applicants must meet the requirements to laterally transfer to the Staff Services Analyst (General) classification. Appropriateness of lateral transfer will be determined upon receipt of the applicant's completed Staff Services Analyst (General) Transfer Exam Request form. State Personnel Board Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfer.

EXAMINATION INFORMATION

This examination will consist of a written test weighted pass or fail. A passing score on the written transfer exam qualifies the candidate for transfer to the Staff Services Analyst (General) classification indefinitely. Candidates who do not pass the exam (including those who do not appear for their scheduled exam) must wait six (6) months before they can test again.

WRITTEN TEST SCOPE

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

QUESTIONS

Questions regarding the Staff Services Analyst (General) Transfer Exam can be e-mailed to the Department of Business Oversight's Examination Unit at careers@dbo.ca.gov.

GENERAL INFORMATION

The Staff Services Analyst (General) Transfer Exam Request form is available online at www.dbo.ca.gov and at the Department of Business Oversight, Human Resources Office, 1515 K Street, Suite 200.

The California Department of Human Resources reserves the right to revise the examination plan to better 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 competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, tests are scheduled in Sacramento and/or Los Angeles. However, locations of the tests may be limited or extended as conditions warrant.

STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAM

July 2018

FINAL FILING DATE: CONTINUOUS

STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAM REQUEST

NAME (Last)	(First)	(M.I.)	SOCIAL SECURITY NUMBER**
MAILING ADDRESS (Number) (Street)			WORK TELEPHONE NUMBER ()
(City)	(County)	(State) (Zip Code)	HOME TELEPHONE NUMBER ()

ANSWER THE FOLLOWING QUESTIONS:

1. Are you now employed by the Department of Business Oversight? YES NO
 Division: _____ Position Number: _____
2. Current Job Classification: _____
3. Current Work Location: _____
4. Do you need reasonable accommodation to take a written test? YES NO
(If "Yes", you will be contacted to make specific arrangements.)

QUALIFICATION FOR LATERAL TRANSFER: Consideration for lateral transfer is based on State Personnel Board Rules 425, 430-433, 435 and 444.

SIGNATURE: _____ **DATE:** _____

APPLICANTS: DO NOT WRITE IN THE SPACE BELOW - FOR HUMAN RESOURCES USE ONLY			
Highest A01, A20, A21, or A22 Classification:		Date Test Scheduled:	
Appointment Date:		Date Notified of Test:	
Tenure/Time-Base:		Date Tested:	
<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED		<input type="checkbox"/> PASSED <input type="checkbox"/> FAILED	
Verified By:		Total Score:	
		Date Score Entered:	
Signature:		Date Results Sent:	
		Scored By:	

****Privacy Statement**

Applicant's Social Security Number is required to verify civil service eligibility for the Staff Service Analyst (General) Transfer Exam, and is requested by the Department of Business Oversight's Human Resources Office, per State Personnel Board Rule 174.
8/2014