



Staff Services Analyst (General) Transfer Exam

Department: Department of Business Oversight
Exam Type: Departmental, Transfer Exam
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Staff Services Analyst (General) - Range A \$3,298 - \$4,132 per month
(As of July 1, 2019) Range B \$3,571 - \$4,469 per month
Range C \$4,281 - \$5,360 per month

View the [classification specification](#) for the Staff Services Analyst (General) classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Applications accepted continuously

Who Should Apply:

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 by postal mail or in person to:

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

SPECIAL TESTING ARRANGEMENTS

If you require assistance or alternative testing arrangements due to a disability, mark the appropriate box in Question 4 on the Staff Services Analyst (General) Transfer Exam Request form. You will be contacted about testing arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

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

QUESTIONS

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

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.

DRUG-FREE STATEMENT

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.

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, (916) 327-6696, (916) 327-0837.

The Department of Business Oversight 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, it will be given in such places in California as the number of applicants and conditions warrant. Examinations are typically scheduled in Los Angeles, Sacramento, San Diego, and/or San Francisco. However, locations may be limited or extended as conditions warrant.

TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device.

California Relay (Telephone) service for the deaf or hearing-impaired:

From TDD Phone: 1-800-735-2929
From Voice Phone: 1-800-735-2922

**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 currently employed by the Department of Business Oversight? YES NO
 Division/Office: _____ Position Number: _____
2. Current Job Classification: _____
3. Current Work Location: _____
4. Do you need an accommodation to take the examination (written test)? YES NO
(If "Yes", you will be contacted about testing 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 optional. It is requested by the Department of Business Oversight's Human Resources Office to verify civil service eligibility for the Staff Service Analyst (General) Transfer Exam, per State Personnel Board Rule 174.