CALIFORNIA AIR RESOURCES BOARD

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF THE SECRETARY

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPL0YER 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, RELIGION 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 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.

STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAMINATION
EXAM CODE: 6AR01

HOW TO APPLY

You must complete the Staff Services Analyst (General) Request for Transfer Exam form (ASD/HRB 279). This form can be found at http://www.arb.ca.gov/personnel/hrforms/asdhrb279.pdf. Do **NOT** submit a standard State Application form (STD. 678). Request for Transfer Exam forms should be submitted:

By Mail
AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Shalini Pandey
P.O. Box 2815
Sacramento, CA 95812

In Person
AIR RESOURCES BOARD
Examination & Recruitment Unit
Attention: Shalini Pandey
1001 I Street, 20th Floor, Rm #20-34
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)

If you need reasonable accommodation and require special testing arrangements, mark the appropriate box on the Request for Transfer Exam form. You will be contacted to make specific arrangements. This examination is now offered in braille.

CUT-OFF DATE: JANUARY 19, 2016

If sent by mail, applications must be **POSTMARKED** no later than the Cut-Off Date. If personally delivered or sent via interagency mail, applications **must be received by the Examination Unit by 5:00 pm (close-of-business)** on the Cut-Off Date. Applications postmarked, personally delivered, or received via interagency mail after the Cut-Off Date will **NOT** be accepted for any reason.

WHO SHOULD APPLY

This is a transfer examination for the California Air Resources Board (ARB) and the California Environmental Protection Agency (CalEPA), Office of the Secretary. Competition is limited to ARB and CalEPA employees who meet the requirements to laterally transfer into the Staff Services Analyst (General) classification. State Personnel Board Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfer.

WRITTEN EXAMINATION DATES AND LOCATIONS

February 10, 2016 – Sacramento, California
February 17, 2016 – El Monte, California

TESTING PERIOD

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

SALARY RANGES

Range A: $2,945-$3,690
This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: $3,189-$3,992
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: $3,824-$4,788
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 of State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst (General).

EXAMINATION INFORMATION

The entire examination will consist of a written test weighted pass or fail.

WRITTEN TEST SCOPE

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

TRANSFER ELIGIBILITY INFORMATION

Successful candidates will have transfer eligibility indefinitely.

QUESTIONS

Questions regarding the Staff Services Analyst (General) Transfer Examination should be emailed to shalini.pandey@arb.ca.gov. To ensure a timely response, please enter "SSA Transfer Exam" in the subject line.

ADDITIONAL INFORMATION

For more information regarding this exam, please click on the link provided: http://www.arb.ca.gov/personnel/jobs/exams/6ar01info.pdf.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

GENERAL INFORMATION

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website at www.arb.ca.gov."

It is the candidate's responsibility to contact the California Air Resources Board Examination Analyst, **Shalini Pandey** at **(916) 445-5076** or by email at **shalini.pandey@arb.ca.gov** three days prior to the written test date if he/she has not received his/her notice.

Request for Transfer Exam forms are available at the California Air Resources Board website at http://www.arb.ca.gov/personnel/hrforms/asdhrb279.pdf.

The California Air Resources Board and the California Environmental Protection Agency, Office of the Secretary reserves the right to revise the examination plan to better meet the needs of the Board/Agency. If circumstances change under which the examination was planned, 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, written examinations are scheduled in Sacramento and El Monte (Los Angeles).