

**STAFF SERVICES ANALYST (GENERAL)
TRANSFER EXAMINATION**

Class Code: 5157 – Exam Code: 8AR01

Departments: California Air Resources Board
California Environmental Protection Agency,
Office of the Secretary

Bulletin Release Date: 02/09/2018

Cut-Off Dates: 08/24/2018

02/22/2019

Type of Examination: TRANSFER EXAMINATION

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.

WHO SHOULD APPLY?

This is a transfer examination for the California Air Resources Board (CARB) and the California Environmental Protection Agency (CalEPA), Office of the Secretary. Competition is limited to CARB 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.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, please indicate in the appropriate box on the Staff Services Analyst (General) Request for Transfer Form (ASD/HRB 279). You will be contacted to determine specific arrangements necessary.

SALARY INFORMATION

Range A - \$3,186.00 - \$3,992.00

Range B - \$3,450.00 - \$4,318.00

Range C - \$4,136.00 - \$5,179.00

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

Range B. 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. 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).

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 an Examination/Employment Application (STD.678). Request for Transfer Exam forms should be submitted:

By Mail

CALIFORNIA AIR RESOURCES BOARD
Examination Unit
Attention: La Trice Jones
P.O. BOX 2815
Sacramento, CA 95812

In Person

CALIFORNIA AIR RESOURCES BOARD
Examination Unit
Attention: La Trice Jones
1001 I Street, 20th Floor, Rm #20-34
Sacramento, CA 95814

Do **NOT** submit Form ASD/HRB 279 to the California Department of Human Resources (CalHR)

CONTINUOUS TESTING

The Examination Unit will accept Form ASD/HRB 279 continuously throughout the year; however, will only be processed during the current administration period. Generally, this examination is administered biannually, although this is subject to change based on testing needs. Form ASD/HRB 279 must be **POSTMARKED** no later than the cut-off dates. If personally delivered or sent via interagency mail, Form ASD/HRB 279 **must be received by the Examination Unit by 5:00 pm (close-of-business) of the cut-off date**. Form ASD/HRB 279 will be held until the next cut-off date if not received by the dates stated below:

CUT OFF DATES: August 24, 2018
February 22, 2019

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.

TESTING PERIOD

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

ADDITIONAL INFORMATION

For more information regarding this exam, please click on the link provided:

<http://www.arb.ca.gov/personnel/jobs/exams/8ar01info.pdf>.

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, **La Trice Jones** at **(916) 327-3515** or by email at LaTrice.Jones@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).

For specific examination questions, contact the Examination Unit at (916) 322-4349.
TTY/TDD/Speech-to-Speech users may dial 1-800-735-2922 for the California Relay Service.