



STATE OF CALIFORNIA
 Department of Business Oversight



EXAMINATION ANNOUNCEMENT
 STAFF SERVICES ANALYST (GENERAL)
 TRANSFER EXAM

EDMUND G. BROWN JR., Governor

Anna M. Caballero, Agency Secretary
 Jan Lynn Owen, Commissioner of Business Oversight

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY OR EXPRESSION, NATIONAL ORIGIN, AGE, ANCESTRY, DISABILITY, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION, OR GENETIC INFORMATION.
 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 August 2014)

Range A \$2,873 - \$3,600
 Range B \$3,111 - \$3,895
 Range C \$3,731 - \$4,671

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

August 2014

FINAL FILING DATE: CONTINUOUS

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
 Or 711

**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?
(If "Yes", you will be contacted to make specific arrangements.) YES NO

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.