

STAFF SERVICES ANALYST (GENERAL)



CALIFORNIA STATE GOVERNMENT

OPEN - STATEWIDE - CONTINUOUS

JY20-5157

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR 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

EXAMINATION TYPE

This is an open examination. Applications will not be accepted on a promotional basis. Career credits will not be granted.

WHO CAN APPLY

Applicants who meet the minimum qualifications may apply for this examination at any time. Once you have taken the examination, you may not reapply for 12 months.

GENERAL INFORMATION

MEETING THE MINIMUM QUALIFICATIONS TO COMPETE IN THE STAFF SERVICES ANALYST EXAMINATION DOES NOT ASSURE PLACEMENT ON THE ELIGIBLE LIST. COMPETITORS MUST SUCCESSFULLY PASS THE EXAMINATION.

STATE EMPLOYEES WHO ARE CURRENTLY WORKING AS STAFF SERVICE ANALYSTS, WHO HAVE PERMANENT STATUS TO THE STAFF SERVICES ANALYST CLASSIFICATION, MAY NOT TAKE THIS EXAMINATION PER GOVERNMENT CODE SECTION 18935(b).

HOW TO APPLY

The application and examination process for the Staff Services Analyst (General) classification is available on a continuous file basis on the Internet. Applicants will respond to questions regarding their ability to meet minimum qualifications, as well as provide their contact information. An immediate minimum qualifications determination will be made by the on-line system. If an applicant meets minimum qualifications, he/she will be allowed to proceed to the online Life Experience Questionnaire (LEQ) examination. **Applicants will be required to verify that they meet minimum qualifications as stated on their application prior to receiving an offer of employment, or if requested to do so by the State Personnel Board.**

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located, and the policies related to usage. **DO NOT** contact the State Personnel Board for this information. The State Personnel Board does not maintain an up-to-date list of library locations. The State Personnel Board Service Center at 801 Capitol Mall, Sacramento, also has Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705. If you are not familiar with the Internet, you may have a friend or family member assist you.

You may apply for the examination on the Internet by connecting to:

http://www.spb.ca.gov/employment/exam_start.htm

Follow the on-line instructions. It takes approximately one hour to complete the application and exam on the Internet.

DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE STAFF SERVICES ANALYST EXAMINATION IS CONTAINED IN THE INTERNET PROCESS.

SPECIAL TESTING ARRANGEMENT

If you are disabled and need special assistance or special testing arrangements, call the SPB Examination Services Team at (916) 653-1502 or TDD (916) 654-6336.

SALARY RANGE

Monthly Salary:

Range A - \$2,724 - \$3,313

Range B - \$2,950 - \$3,586

Range C - \$3,538 - \$4,300

Range A. This range shall apply to those individuals who do not meet the criteria for Range B or 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 A), 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 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 to 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission experience, and may apply to persons who have the equivalent of eighteen months of satisfactory experience outside of State service performing analytical personnel, budget or administrative duties similar to those of Staff Services Analyst.

ELIGIBLE LIST INFORMATION

A CANDIDATE MAY ONLY TEST ONCE IN A 12-MONTH PERIOD. Names of successful competitors will be merged into the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established; competitors must then retest to reestablish eligibility.

The eligible list consists of six ranks. All successful candidates are placed in one of six ranks. Candidates in the first three ranks are immediately reachable for employment.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated below.

MINIMUM QUALIFICATIONS**PATTERN I**

Graduation with a Bachelor's degree from a recognized four-year accredited college or university. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

PATTERN II

Work experience in the California state service may be substituted for the required education in Pattern I on a year-for-year basis by applicants who have at least six semester or nine quarter units of college level training in public or business administration, accounting, economics, political or social science, English, speech, statistics, law, or a closely related area.

SPECIAL NOTE FOR CURRENT STATE EMPLOYEES WHO DO NOT MEET ANY OF THE MINIMUM QUALIFICATION PATTERNS LISTED ABOVE:

If you believe that you are eligible to transfer into the Staff Services Analyst classification, you should consult with the Personnel Office of the department where you are employed. Your Personnel Office will provide you with information regarding the applicable transfer procedures.

VETERANS PREFERENCE

Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.

SPECIAL PERSONAL CHARACTERISTICS

Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; willingness and ability to accept increasing responsibility.

POSITION DESCRIPTION

Under supervision, incumbents perform analytical work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning, systems development, budgeting, planning, training, management and personnel analysis; and do other related work. Work at this level is distinguished from lower-level assignments by the analytical and evaluative nature of the work, rather than the performance of process-oriented assignments. Incumbent studies the principles and techniques of the area of work to which assigned and, under supervision, applies them; participates in analytical studies of organization, procedures, budgetary requirements, personnel management; gathers, tabulates, and analyzes data; draws organization, workload, and other charts; interviews and consults with departmental officials, employees, and others to give and secure information; prepares reports and makes recommendations on procedures, policies, and program alternatives; reviews and analyzes proposed legislation and advises management on the potential impact; makes decisions on financial, personnel, and other transactions of average complexity; works as field representative in intergovernmental negotiations; and prepares correspondence.

POSITIONS EXIST STATEWIDE WITH VARIOUS DEPARTMENTS. The eligible list that results from this examination may be used by all State departments who utilize the Staff Services Analyst classification.

EXAMINATION INFORMATION

The examination for Staff Services Analyst (General) consists of a Life Experience Questionnaire weighted 100%.

The examination and hiring interview may evaluate the following areas:

Knowledge of: 1) Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organizations; 2) Problem-solving techniques and processes to facilitate the identification and resolution of problems and issues related to the completion of work assignments; basic statistics to calculate and interpret statistical analyses and draw appropriate conclusions.

Ability to: 1) Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work; 2) Work independently on projects or assignments without close supervision or detailed instructions; be flexible in adapting to changes in priorities, assignments, and other interruptions which may impact pre-established timelines and courses of action.

Skill to: Perform arithmetic computations; perform basic statistical calculations; extract specific, relevant data and information from a larger body of materials; comprehend and interpret complex information and materials, including standards, procedures and policies; apply policies and procedures in the completion of work assignments; apply technical principles and standards in the completion of work assignments; read and interpret charts and graphs, identify all facts and implications related to a situation before drawing conclusions and determining courses of action; analyze and evaluate data and information to formulate conclusions and courses of actions; make appropriate decisions based upon the facts and information available; recognize the ramifications and possible impact of decisions and/or actions to determine the most appropriate courses of action; analyze and evaluate situations accurately and thoroughly to determine and implement effective, appropriate courses of action; organize and identify the work activities to be completed by a work team or task force completing a project; recognize the need to shift priorities and resources to compete projects and assignments within established timeframes and by expected deadlines; follow-up and ensure that the assignments and activities of work team or task force members are completed within established timelines; prioritize assignments and projects to ensure completion within established timeframes and by expected deadlines; participate in and contribute to the effectiveness of a group or team; establish and maintain cooperative relations with others.

NOTIFICATION

Competitors may obtain their results by connecting to the Internet at the following addresses:

http://www.spb.ca.gov/employment/exam_start.htm

QUESTIONS?

If you have questions concerning the Staff Services Analyst examination process, please call the State Personnel Board, Service Center, at (916) 653-1705. You may also contact the State Personnel Board in writing at 801 Capitol Mall, Sacramento, CA 95814.

CALIFORNIA RELAY: For TDD Phone - (800) 735-2929; From Voice Phone - (800) 735-2922

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board 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 competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans preference points in open entrance examinations and open non-promotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall
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