

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814



February 22, 1989

ALL-COUNTY INFORMATION NOTICE NO. I-14-89

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: STAFF SERVICES ANALYST EXAMINATION

REFERENCE:

This is to notify you of the upcoming examination for the Staff Services Analyst classification. If you are interested in entry-level professional career opportunities in budgeting, management analysis, personnel management, program analysis or other related analytical work, you can apply for this state civil service examination. Most positions are located in Sacramento; however, positions exist in other areas. Testing will be conducted statewide.

The salary range is \$1755 - \$2740/month + over 30 percent in benefits. State salaries are adjusted by a state employee's collective bargaining law. In addition, you can expect merit increases in recognition of satisfactory performance. A Bachelor's Degree is required for entry into this examination. If you are a registered senior, you may apply for entry into the examination, but cannot be hired until after you have graduated.

The examination will consist of a written examination only. The written test measures analytical, numerical, writing and reading comprehension skills. It consists of several sets of paragraphs, each presenting a different situation. Various multiple-choice questions are asked about each paragraph.

For entry into the examination, a completed state application (available at any State Personnel Board or Employment Development Department Office) must be postmarked by final file date March 2, 1989. Mail the application to the following address:

STATE PERSONNEL BOARD  
801 Capitol Mall  
P. O. Box 944201  
Sacramento, CA 94244-2010

For further information you may contact the following State Personnel Board district offices:

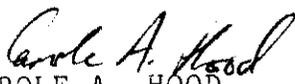
Sacramento  
Recruitment Unit  
(916) 323-2291

San Francisco  
Chris Guanell  
(415) 557-0626

Los Angeles  
Rosalba Sanchez  
(213) 620-3242

It is the policy of the state to ensure equal opportunity in the employment, development, advancement and assignment of all persons, at all levels on the basis of merit; to prohibit all types of discrimination and sexual harassment and to promote the full realization of equal opportunity through a continual and progressive Equal Employment Opportunity Program. To implement the spirit and intent of this policy, positive measures are initiated through Equal Employment Opportunity Program Plans. The goal of the Plan is to achieve workforce parity at all levels including representation of women, ethnic minorities, and the disabled.

Enclosed for your information is a copy of the examination bulletin for the Staff Services Analyst examination.

  
CAROLE A. HOOD  
Chief Deputy Director

Enclosure

cc: CWDA

STAFF SERVICES ANALYST  
(GENERAL)

LE16-5157

OPEN - NONPROMOTIONAL

18219



CALIFORNIA  
STATE  
GOVERNMENT

AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY 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.

**NONPROMOTIONAL.** - Applications will not be accepted on a promotional basis.

Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See "General Information" on this bulletin for information regarding career credits.) Competitors eligible to receive career credits must indicate this in Section 5 of application Form STD. 678.

**FINAL FILING DATE: March 2, 1989**

Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. Applications may be mailed to the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010. Applications may be delivered in person to the State Personnel Board Information Counters or to special application deposit boxes outside State Personnel Board offices in Sacramento, San Francisco or Los Angeles no later than 5:00 p.m. on the final filing date.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

**NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.**

**WRITTEN TEST DATE: April 8, 1989**

**SALARY RANGES**

Range A	-	\$1755	1829	1911	1990	2086
Range B	-	\$1900	1984	2077	2177	2278
Range C	-	\$2278	2384	2497	2617	2740

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of Staff Services Analyst (General).

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of Section 599.674, except that upon movement to Range C, the provisions of Section 599.676 will apply.

(Upon entry to State service as a Staff Services Analyst, individuals are typically appointed to Salary Range A. The criteria for appointment to each of the salary ranges is as follows:)

**Range A.** This range will 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, 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 satisfactorily completed the equivalent of 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission, (Range B) experience or 18 months of Staff Services Analyst or Staff Services Analyst, Fair Political Practices Commission, experience; and may apply to persons who have the equivalent of 18 months of satisfactory experience outside the State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst (General).

(To be appointed to a salary range other than Range A, the following paragraph describes the setting in which experience typically occurs.)

Typical examples of the settings of experience used in meeting the criteria are: State service; the Federal Government; other state and local government entities; special districts such as schools and utilities; higher education administrative units; and private industry entities which provide work experience comparable to that of a Staff Services Analyst. Experience in different settings may be combined towards meeting the criteria.

**ELIGIBLE LIST INFORMATION**

Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires after 24 months.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE: All applicants must meet the education and/or experience requirements for this examination by April 8, 1989, the written test date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Either I**

**Education:** Equivalent to graduation from college with any major, but preferably with specialization in public or business administration, accounting, economics, political or social science, or law. (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.) (Work experience in the California state service may be substituted for the required education 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.)

**Or II**

Six months of experience performing the duties of a Personnel Technician I, Range B, in State service.

**Or III**

Six months of experience performing the duties of a Budget Technician I, Range B, in State service.

**Or IV**

Six months of experience performing the duties of a Management Services Technician, Range B, or Occupational Technician (General), Range B, in State service.

**Or V**

**Experience:** One year of experience in the California state service performing the duties of a class at a level of responsibility equivalent to Program Technician II, Office Services Supervisor I or Office Technician, and

**Education:** Twelve semester or eighteen quarter units of college courses in Public or Business Administration, Accounting, Economics, Political or Social Science, English, Speech, Statistics, Law or a closely related area.

**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 avocational interests; willingness and ability to accept increasing responsibility.

**THE POSITION**

Staff Services Analyst (General) is a recruiting and developmental class for persons qualified to perform analytical work in one or more areas of a broad range of governmental and managerial problems. Incumbents are assigned duties and responsibilities commensurate with their background and training. Under supervision, incumbents perform 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 does other related work.

The majority of positions exist in Sacramento with various State departments.

(Continued on the reverse side)

CU:1

**EXAMINATION INFORMATION**

A candidate may be tested only once during any testing period. Testing periods for this classification are every two years.

This examination will consist of written test only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**Written Test - Weighted 100.00%**

**Scope:**

The Staff Services Analyst (General) test is designed to measure analytical skill, numerical fluency, writing skills and reading comprehension.

The test consists of several sets of paragraphs. Each set of paragraphs presents a different situation to the reader. Various questions are asked which relate to these paragraphs. There is no penalty for guessing or for choosing an incorrect answer. The test is scored simply on the basis of the number of items answered correctly.

**Career credits** will be granted in this examination. Veterans preference credit will not be granted.

**GENERAL INFORMATION**

It is the candidate's responsibility to contact the Written Test Arrangements Unit in Sacramento, (916) 322-4214, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Exam Processing Unit in Sacramento, (916) 445-4804, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices and local offices of the Employment Development Department.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of 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 law 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, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. 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.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**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.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

O/N (Rev. 7/87)

**CALIFORNIA STATE PERSONNEL BOARD**

801 CAPITOL MALL  
P.O. BOX 944201  
SACRAMENTO, CA 94244-2010  
(916) 322-2530  
TDD: (916) 323-7490

107 SOUTH BROADWAY  
LOS ANGELES, CA 90012  
(213) 620-2790  
TDD: (213) 620-3242

455 GOLDEN GATE AVENUE  
SAN FRANCISCO, CA 94102  
(415) 557-0576  
TDD: (415) 557-8691

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

*California Relay (Telephone) Service for the Deaf or Hearing-Impaired:*

From TDD phones: 1-800-342-5966

From voice phones: 1-800-342-5833