



Staff Services Analyst (General) Transfer Examination

Department: Department of Motor Vehicles
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Staff Services Analyst (General)

Salary per month: A \$3,298.00 - \$4,132.00
B \$3,571.00 - \$4,469.00
C \$4,281.00 - \$5,360.00

View the [Staff Services Analyst \(General\) Classification Specification](#)

APPLICATION INSTRUCTIONS

Who Should Apply:

Competition is limited to only employees of **Department of Motor Vehicles** who meet the requirements to laterally transfer to the Staff Services Analyst (General) classification. State Personnel Board Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfer. Eligibility to laterally transfer into the Staff Services Analyst (General) classification will be determined prior to a job offer.

How To Apply:

Examination/Employment Applications (STD. 678) will **NOT** be accepted for this examination. To apply, complete a Staff Services Analyst (General) Transfer Examination Application (ADM 8044) and submit it using one of the two options below:

Postmarked by mail to:

Department of Motor Vehicles
Selection & Certification Unit
SSA (General) Transfer Examination
P.O. Box 932315, MS E678
Sacramento, CA 94232-3150

OR

In person to:

Department of Motor Vehicles
Human Resources Branch
Selection & Certification Unit Drop Box
2415 1st Avenue, 1st Floor Lobby
Sacramento, CA 95818

The Staff Services Analyst (General) Transfer Examination Application (ADM 8044) is available on the DMV Driver at <http://dmvweb/apps/fais/FORMS/ADM%208044%20R10-2019%20AS%20DMVWeb.pdf>.

Please provide an active email addresses on your Staff Services Analyst (General) Transfer Examination Application (ADM 8044), as you may receive important examination information electronically.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, complete and submit the Accommodation Request (STD. 679) form along with your completed Staff Services Analyst (General) Transfer Examination Application (ADM 8044).

For questions, contact the Selection and Certification Unit at 916-657-7553 or via the California Relay Service for the deaf or hearing impaired from TTY Phones at 1-800-735-2929 or from voice phones at 1-800-735-2922.

WRITTEN TEST DATE

Written tests will be scheduled in locations as conditions warrant. Candidates will receive notice of testing via email no less than ten (10) working days prior to their scheduled test date.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants who may laterally transfer to SSA (General) classification by the date they submit their Staff Services Analyst (General) Transfer Examination Application (ADM 8044) will be admitted to the SSA (General) Transfer Examination.

Please note that acceptance into the SSA (General) Transfer Examination **does not** confirm transfer eligibility to the SSA (General) classification. A formal transfer eligibility verification **must** be completed by the DMV Human Resources Branch prior to a job offer.

EXAMINATION SCOPE

WRITTEN TEST – PASS/FAIL

This examination will consist of a written test weighted pass/fail. A passing score on the written test satisfies the Staff Services Analyst (General) Transfer Examination requirement indefinitely for **all** California State agencies

Candidates who do **not** pass the written test **must** wait a minimum of six (6) months to re-apply and re-test.

The SSA (General) Transfer Examination consists of the following test sections:

TEST SECTION	SUBJECT
I	Quantitative Analysis
II	Data Analysis and Interpretation
III	Workload Management/Project Management Scenarios

View the Staff Services Analyst (General) Transfer Examination Study Guide

[SSA Transfer Examination Study Guide](#)

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

GENERAL INFORMATION

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the State, 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.

Questions regarding the Staff Services Analyst (General) Transfer Examination may be directed to the Selection and Certification Unit at (916) 657-7553.