



State of California – Business, Consumer Services and Housing Agency

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

STAFF SERVICES ANALYST (SSA) Transfer Exam Testing

OUR MISSION

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians

WHO SHOULD APPLY: This is a Staff Services Analyst (SSA) Transfer examination for the Department of Housing and Community Development (HCD). Competition is limited to employees of HCD who meet the requirements to laterally transfer to the SSA classification. State Personnel Board Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfer.

HOW TO APPLY: You must complete a [SSA Transfer Request Form](#) and submit the completed form either by mail or in person to:

**Department of Housing and Community Development
Attn: SSA Transfer Exam**

File by Mail:

P.O. Box 952050
Sacramento, CA 94252-2050

File in Person:

2020 W. El Camino Ave Suite 350
Sacramento, CA 95833

NOTE: Do **NOT** submit a Standard State Application form STD 678.

TESTING PERIOD: Unsuccessful candidates must wait six months before retesting.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodations to participate in this examination, mark the appropriate box on the [SSA Transfer Request Form](#). You will be contacted to make specific arrangements.

FINAL FILE DATE: June 30, 2017

WRITTEN TEST DATE: July 18, 2017

The written test will be administered in Sacramento and Riverside. Candidates will be notified within 10 days of the scheduled written test date.

SALARY RANGES:

Range A: \$2945 - \$3690 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3189 - \$3992 per month. This range shall apply to persons who have satisfactorily completed the equivalent of 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: \$3824 - \$4788 per month. 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 the State service performing analytical personnel, budget, or administrative duties similar to those of the Staff Services Analyst (General).

REQUIREMENTS FOR ADMITTANCE TO THE SSA TRANSFER EXAMINATION: You must meet the requirements to laterally transfer into the SSA class by the date you submit your [SSA Transfer Request Form](#). Appropriateness of lateral transfer into the SSA class will be verified by the Examination Analyst upon receipt of the completed Form.

EXAMINATION INFORMATION: This examination will consist of a written test weighted pass or fail. A passing score on the written transfer exam is indefinite. A [Study Guide](#) for the SSA Transfer examination can be accessed on the intranet under “Jobs & Training” tab, following this link [insidehcd](#).

WRITTEN TEST SCOPE: [Study Guide](#)

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/Project Management Scenarios

QUESTIONS:

Questions regarding the examination may be addressed to HCD Careers at careers@hcd.ca.gov. To ensure timely response, please enter “SSA Transfer Exam” as the subject.

STATE OF CALIFORNIA – BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, P.O. BOX 952050, SACRAMENTO, CA 94252-2050

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. It is an objective of the State of California to achieve a drug-free 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.

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