

## **Staff Services Analyst (SSA) (General) Transfer Examination**

In accordance with the California Department of Human Resources (CalHR), formerly of the State Personnel Board (SPB), policy, effective August 1, 2007, all individuals transferring into the Staff Services Analyst (SSA) (General) classification must pass a written transfer examination.

The transfer examination is designed to test the necessary knowledge, skills, and abilities for appointment to the SSA (General) classification. The transfer examination is scored as pass or fail.

Candidates who successfully passed the SSA (General) written examination administered by the CalHR between January 2000 and July 31, 2007, will not be required to take the SSA (General) transfer examination. Candidates who are successful in the transfer examination will be added to the master listing of candidates who have passed the SSA (General) transfer examination and will be maintained indefinitely for transfer purposes.

The CAL FIRE Examination Unit will be administering the transfer examination on a bi-annual basis or as conditions warrant. The Examination Unit will be accepting the *Staff Services Analyst (General) Transfer Examination Request* form on a continuous basis.

Candidates who fail the SSA (General) transfer examination will be allowed to retake the test once every six (6) months. This will afford qualified state employees more opportunity to take and pass the SSA transfer examination in order to pursue their career goals. Please note that if a candidate has previously taken and passed the transfer examination, he/she does not need to retake the examination to maintain eligibility.

Additionally, the CalHR has ruled that any employee who transferred into the SSA class, regardless of when, or who has taken and successfully passed the SSA (General) transfer examination, can now obtain a list appointment **IF** the employee takes the SSA (General) Life Experience Questionnaire examination, passes, and is reachable on the certification list when ordered.

For questions regarding the SSA (General) transfer examination please contact Danielle Greco at (916) 445-7920.

## **Staff Services Analyst (SSA) (General) Transfer Examination**

### ***Frequently Asked Questions***

**Q: How do I apply to take the Staff Services Analyst (SSA) (General) transfer examination?**

A: Submit the *Staff Services Analyst (General) Transfer Examination Request* form (available on the CAL FIRE Intranet or Internet) by mail to the Department of Forestry and Fire Protection, Attention: Examination Unit, P.O. Box 944246, Sacramento, CA 94244-2460, or in person at 1300 U Street, Sacramento, CA.

**Q: Can I take both the open SSA (General) examination administered by the CalHR online and the SSA (General) transfer examination administered by CAL FIRE?**

A: Yes. The online examination, also known as the Life Experience Questionnaire, is an examination that will result in an employment list which can be certified by all departments and will provide the candidate with a list appointment (A01) when hired. The transfer examination only gives an employee approval to laterally transfer based on transfer rules and provides the employee with a transfer appointment (A02).

**Q: I have passed the transfer examination. How long will my SSA (General) transfer examination results remain valid?**

A: You will have indefinite eligibility and will not need to take the SSA (General) transfer examination again.

**Q: I have failed the transfer examination. How long do I have to wait until I can take the test again?**

A: You will have to wait six months from the date that you took the examination before you will be allowed to retest.

**Q: Do I have to take the SSA (General) transfer examination if I have taken and passed the old SSA (General) written examination?**

A: No, you don't have to take the transfer examination if you have taken and passed the old SSA (General) written examination between January 2000 and July 31, 2007. All examination results have been saved by the CalHR and all passing scores are deemed equivalent to the SSA (General) transfer examination.

## **Staff Services Analyst (SSA) (General) Transfer Examination**

### ***Frequently Asked Questions (Cont'd.)***

**Q: I have taken and passed the Life Experience Questionnaire examination but am not reachable on the list. Can I still take the SSA (General) transfer examination, and if successful, transfer into an SSA position?**

A: Yes, you can laterally transfer to an SSA position if you receive a passing score on the transfer examination.

**Q: Will the two results (Life Experience Questionnaire examination and written transfer examination) be merged?**

A: No. These are two separate processes. The SSA (General) Life Experience Questionnaire examination will result in an employment list used to certify a list resulting in an A01 appointment. The SSA (General) transfer examination will only grant an employee the approval to transfer (A02 appointment) based on existing transfer rules.

**Q: When I take the transfer examination, will state time be granted?**

A: Rank and file employees should refer to their bargaining unit contract regarding time off for civil service examinations. For all other employees, Government Code 19991 provides that state employees be granted the necessary time off to take an examination scheduled during working hours.

**Q: Does an employee in a higher classification who wants to demote to an SSA, still need to take the transfer examination?**

A: Yes. An employee, who has not been previously appointed to the SSA classification, must successfully pass the transfer examination prior to appointment.

**Q: Do I have to take the transfer examination if I am in a limited-term SSA position?**

A: Yes. You will need to take the SSA (General) transfer examination before accepting a permanent full time position or, if eligible, you may want to take the open SSA (General) Life Experience Questionnaire examination administered by the CalHR in order to receive a list appointment.

## **Staff Services Analyst (SSA) (General) Transfer Examination**

### ***Frequently Asked Questions (Cont'd.)***

**Q: Do I have to take the transfer examination if I previously held an SSA position and left state service while still on probationary status?**

A: No. Any employee who held an SSA position without passing probation at the time of separation has permissive reinstatement eligibility to an SSA position, even if he/she was only in the class for one day.

**Q: What about employees who are reinstating, will they have to take the transfer examination?**

A: If the employee has a previous appointment to the SSA (General) classification, he/she has already obtained status in the class and will not need to take the transfer examination. If his/her eligibility is based on a different classification that allows them to transfer to the SSA, he/she will need to take the transfer examination.

**Q: When an employee qualifies for movement into a SSA position via the transfer examination, what range will he/she go into?**

A: The transfer examination is only an approval for movement into the SSA class. Range placement continues to depend on the salary determination process.

**Q: If an employee has successfully passed the SSA (General) Life Experience Questionnaire online examination and has also passed the written transfer examination, can he/she transfer to an SSA position (A02) and then later be hired off of the SSA list (A01)?**

A: Yes, any employee who transferred to an SSA position can now obtain a list appointment **IF** he/she is reachable on the SSA (General) Life Experience Questionnaire certification list at the time it is ordered.

**Q: What about employees who have taken the transfer examination at another department, are their results transferable?**

A: Yes, their results may be used by CAL FIRE or the Natural Resources Agency. All departments will have the ability to test and the results will be compiled into one database maintained by the CalHR.

## **Staff Services Analyst (SSA) Transfer Examination**

### ***Frequently Asked Questions (Cont'd.)***

**Q: Will we be able to test an employee from another department?**

A: CAL FIRE will limit testing to CAL FIRE and the Natural Resources Agency employees only.

**Q: The CalHR is testing for the SSA (General) transfer examination at their Test Center for a fee to departments. Can I take the test at CalHR?**

A: No. CAL FIRE will not be participating in CalHR's examination since it is our goal to administer the transfer examination on a bi-annual basis or as conditions warrant.

**Q: Can an employee who has an appointment to a permanent SSA position, take the Life Experience Questionnaire online examination?**

A: No. CalHR will eliminate anyone from one of their examinations who has already been appointed to a permanent position in the testing class. Once an employee has been appointed to a permanent position, there is no longer a need for the employee to test for that classification.

**Q: Does an employee have to pass the SSA (General) transfer examination prior to being placed on a Training and Development (T&D) Assignment?**

A: No, but he/she must pass the transfer examination before being transferred into the position by the conclusion of the T&D assignment.