



## 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 \$3,534.00 - \$4,428.00  
B \$3,826.00 - \$4,789.00  
C \$4,588.00 - \$5,744.00

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

### APPLICATION INSTRUCTIONS

To ensure the safety of all Californians against the spread of COVID-19 and its variants, a face mask is recommended while inside our facility and for the duration of this examination. The face mask should completely cover your mouth and nose. Social distancing is encouraged. Thank you for contributing to a safe testing environment for all.

#### Who Should Apply:

This examination is limited to **Department of Motor Vehicles** employees who meet the requirements to laterally transfer to the Staff Services Analyst (General) classification. State Personnel Board Rules 425 through 435 contain general provisions for lateral transfer. Eligibility to laterally transfer into the Staff Services Analyst (General) classification will be determined prior to a tentative job offer.

#### How To Apply:

Examination/Employment Applications (STD. 678) and former Staff Services Analyst (General) Transfer Applications (ADM 8044) will **NOT** be accepted for this examination.

To apply for the Staff Services Analyst (General) Transfer Examination, submit your application online via the Application Link on the next page. Online applications will be processed on a first-come-first-served basis for each examination location. Accepted applicants will be sent a Notice of Written Examination via email with their examination date, time and location 10 days prior to the examination date.

Check this bulletin regularly for additional examination location information. Once you have taken this examination, you may not retake it for six (6) months.

Examination Location	Application Link
Fresno DMV Contact Center 3402 N. Blackstone Ave., Ste. E165 Fresno, CA 93726	<a href="https://www.surveymonkey.com/r/SSATEFresno">https://www.surveymonkey.com/r/SSATEFresno</a>
Inglewood DMV Field Office 621 N. La Brea Inglewood, CA 90302	<a href="https://www.surveymonkey.com/r/SSATEInglewood">https://www.surveymonkey.com/r/SSATEInglewood</a>
Riverside DMV Contact Center 6465 Sycamore Canyon Blvd. Riverside, CA 92507	<a href="https://www.surveymonkey.com/r/SSATERiverside">https://www.surveymonkey.com/r/SSATERiverside</a>
DMV Headquarters 2415 1 <sup>st</sup> Avenue Sacramento, CA 95818	<a href="https://www.surveymonkey.com/r/SSATESacramento">https://www.surveymonkey.com/r/SSATESacramento</a>

## SPECIAL TESTING ARRANGEMENTS

If you require assistance or alternative testing arrangements due to a disability, please check the “Yes” box in response to the reasonable accommodation question during the online application process and you will be contacted to make specific arrangements for a future examination administration.

## WRITTEN TEST DATE

Written tests will be scheduled in locations as conditions warrant. Accepted applicants will be sent a Notice of Written Examination via email with their examination date, time, and location 10 days prior to the examination date.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants who may laterally transfer to Staff Services Analyst (General) classification by the date they submit their Staff Services Analyst (General) Transfer Examination Application via the online application system will be admitted to the Staff Services Analyst (General) Transfer Examination.

**Please note:** Acceptance into the Staff Services Analyst (General) Transfer Examination **does not** confirm transfer eligibility to the Staff Services Analyst (General) classification. A formal transfer eligibility verification **will** be completed by the DMV Human Resources Branch prior to a tentative job offer.

## EXAMINATION SCOPE

This examination will consist of the following components:

### Written Test – Pass/Fail

A passing score on the written test satisfies the Staff Services Analyst (General) Transfer Examination requirement indefinitely for **all** California State agencies. You may use this examination result to apply for Staff Services Analyst (General) job opportunities outside the Department of Motor Vehicles.

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

The Staff Services Analyst (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

## PREPARING FOR THE EXAMINATION

To prepare for the Staff Services Analyst (General) Transfer Examination, please review the study guide at <https://www.dmv.ca.gov/portal/file/staff-services-analyst-general-transfer-examination-study-guide/>.

## CONTACT INFORMATION

Department of Motor Vehicles  
Talent Assessment Unit  
2415 First Avenue, MS E678  
Sacramento, CA 95823  
Phone: (916) 657-7553  
Email: [DMV\\_Exams@dmv.ca.gov](mailto:DMV_Exams@dmv.ca.gov)

Dial 711 to access the California Relay Service for the deaf or hard-of-hearing.

## 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 workplace. 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.