STAFF SERVICES ANALYST (GENERAL)
TRANSFER EXAMINATION

Department: Department of Motor Vehicles
Final Filing Date: Continuous
Type of Recruitment: Departmental Promotional
Salary: MONTHLY-RANGED-SALARY -
A $2,817 to $3,426
B $3,050 to $3,708
C $3,658 to $4,446

EEO
An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or 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.

WHO SHOULD APPLY?
This Staff Services Analyst (SSA) (General) Transfer Examination for the Department of Motor Vehicles (DMV) is limited to current DMV employees who may laterally transfer to the SSA (General) classification and/or DMV employees who meet the requirements to laterally transfer to the SSA (General) classification and have a bona fide job offer for an SSA (General) position from another California State department.

FILING PERIOD
Testing is considered continuous, as dates can be set as conditions warrant. Scheduling priority will be given to those employees who meet the requirements to laterally transfer to the SSA (General) classification and have a bona fide job offer for an SSA (General) position from another California State department.

For employees who meet the requirements to laterally transfer to the SSA (General) classification but do not have a bona fide job offer from any California State department, the Selection and Certification Unit will accept the Staff Services Analyst (General) Transfer Examination Application (ADM 8044) continuously and will schedule applicants on a first-come, first-served basis.

FILING INSTRUCTIONS
Standard State 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 A208
Sacramento, CA 94232-3150

OR
In person by 5 p.m. to:
Department of Motor Vehicles
Human Resources Branch
Selection & Certification Unit Drop Box
2415 1st Avenue, 1st Floor Lobby
Sacramento, CA 95818
FILING INSTRUCTIONS (Continued)

The Staff Services Analyst (General) Transfer Examination Application (ADM 8044) is available on the DMV Driver at http://dmvweb/apps/fais/FORMS/ADM%208044%20N3-2013%20AS%20DMVWeb.pdf.

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

WRITTEN TEST DATE

Written tests will be scheduled in locations as conditions warrant. Candidates will receive notice of testing via email no less than five (5) working days prior to their scheduled test date.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box on the Staff Services Analyst (General) Transfer Examination Application (ADM 8044). You will be contacted about specific testing arrangements.

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 Classification and Personnel Consultation Unit prior to a job offer.

SCOPE OF EXAMINATION

WRITTEN TEST – PASS/FAIL

This examination will consist of a written test weighted pass/fail. A passing score on the written test satisfies the SSA (General) Transfer Examination requirement indefinitely.

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:

<table>
<thead>
<tr>
<th>TEST SECTION</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Quantitative Analysis</td>
</tr>
<tr>
<td>II</td>
<td>Data Analysis and Interpretation</td>
</tr>
<tr>
<td>III</td>
<td>Workload Management/Project Management Scenarios</td>
</tr>
</tbody>
</table>

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 SSA (General) Transfer Examination may be directed to the Selection and Certification Unit at (916) 657-7553.

Bulletin Release Date: April 25, 2013
STAFF SERVICES ANALYST (GENERAL)
TRANSFER EXAMINATION APPLICATION

To apply, complete Sections I, II, and III of this form and submit using one of the two options below:

By mail to:
Department of Motor Vehicles
Selection and Certification Unit
SSA Transfer Exam
P.O. Box 932315, MS A208
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

Standard State Applications (STD. 678) and faxed Staff Services Analyst (General) Transfer Examination Applications (ADM 8044) will not be accepted for this examination.

Please provide your email address(es) below, as you may receive important examination information electronically.

<table>
<thead>
<tr>
<th>Mailing Address (Number, Street, Apt/Unit)</th>
<th>Work Telephone Number</th>
<th>Work Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>County</td>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
<td>Home Telephone Number</td>
<td>Home Email Address</td>
</tr>
</tbody>
</table>

SECTION II – QUESTIONNAIRE

1. Are you currently employed by the Department of Motor Vehicles (DMV)?
   □ YES □ NO

2. Do you need reasonable accommodation to take a written test?
   If “YES,” you will be notified to make specific arrangements.
   □ YES □ NO

3. Do you have a pending job offer for a Staff Services Analyst (General) position outside the DMV?
   If “YES,” the hiring manager will be contacted for verification. Provide the hiring manager’s information below:
   Hiring Manager’s Name: ____________________________
   Phone Number: ____________________________

SECTION III – APPLICANT SIGNATURE

Signature: ____________________________ Date: ____________

X

SECTION IV – HRB SELECTION AND CERTIFICATION UNIT (SCU) USE ONLY

Highest AEI Classification: ____________________________
Acceptable Classification? □ YES □ NO
Position Number: ____________________________
Tenure: ____________________________
Time Base: ____________________________

Prior SSA List Inquiry: ____________________________
Transfer Exam Required? □ YES □ NO
Transfer Exam Application: ____________________________
Date Reject Notice Mailed: ____________________________

Passed: ____________________________ Failed: ____________________________ Date: ____________

Verified by (Print Name): ____________________________ Signature: ____________________________ Date: ____________

Written Test Date: ____________________________
SSA Transfer Exam Results: ____________________________
Passed: ____________________________ Failed: ____________________________

Date Notice to Appear Emailed: ____________________________
Comments: ____________________________

Date Results Entered in Legacy: ____________________________
Date Final Results Mailed: ____________________________

ADM 8044 (NEW 3/2013) DMVWeb