



Transfer Exam Bulletin

STAFF SERVICES ANALYST

SALARY \$2,817 - \$4,446

Final Filing Date

November 5, 2009

Examination Date

December 2009 (estimated)

Send Application To

California State Lottery
Human Resource Division
Attn: Susan Perry
600 North 10th Street
Sacramento, CA 95811

Who Should Apply

This is a transfer examination for the California State Lottery.

Competition is limited to California State Lottery employees who meet all of the requirements to laterally transfer to the Staff Services Analyst classification, as per State Personnel Board Rules 425, 430-433, 435 and 444.

How to Apply

Submit a completed Examination and/or Employment Application (STD 678). Applications must include "to" and "from" employment dates (month/day/year), time base, official classification title(s) and range(s).

Résumé's containing additional information may be submitted with the STD 678. Applications must be postmarked no later than the final filing date.

Special Testing Information

If you have a disability that requires accommodation, mark the appropriate box on the STD 678. You will be contacted to make specific arrangements.

Information

Effective August 1, 2007, all individuals transferring into the Staff Services Analyst classification must pass a written transfer examination.

The examination is designed to determine that candidates possess the necessary knowledge, skills and abilities for appointment to this classification.

The examination will be weighted as pass or fail. A passing score is indefinite.

Unsuccessful candidates can only test once during a six-month period.

Candidates that did not receive a passing score on the March 24, 2009 examination have met the six month waiting period and are now eligible to apply again.

Written Test Scope

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

Knowledge, Skills & Abilities

- Knowledge of the principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis
- Knowledge of governmental functions and organization
- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems
- Ability to develop and evaluate alternatives
- Ability to analyze data and present ideas and information effectively both orally and in writing
- Ability to consult with and advise administrators or other interested parties on a wide variety of subject-matter areas
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of work

Special Personal Characteristics

- The willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles
- A demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests
- The willingness and ability to accept increasing responsibility