CALIFORNIA STATE PERSONNEL BOARD
801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov

ARNOLD SCHWARZENEGGER, Governor

MEMORANDUM

DATE: June 26, 2008

TO: ALL STATE AGENCY PERSONNEL OFFICERS

FROM: STATE PERSONNEL BOARD
MERIT OPERATIONS DIVISION

SUBJECT: STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAMINATION

Effective July 2008, the State Personnel Board (SPB) will be offering the Staff Services Analyst (SSA) Transfer Examination at the SPB Test Center, located at 670 J Street in Sacramento. The first test administration will be held on July 9, 2008. Currently, departments are delegated to administer the SSA transfer examination to their employees and they may continue to do so. Alternatively, for a nominal fee, departments may send their qualified employees to the SPB Test Center to take the transfer examination.

The SPB test center has the capacity to test fifty-nine (59) candidates per session. SPB plans to offer the transfer exam one to two days a month, two sessions per test date. Tests dates will be scheduled on an as needed basis.

The scheduling system for the SSA transfer exam will be available online, with access limited to department Personnel Office Staff only. If an employee wishes to take the transfer examination, he/she should contact his/her Personnel Office and submit a request to take the transfer examination. If the department is not/ will not be offering the transfer examination, the department may schedule the employee to take the exam at the SPB Test Center.

Prior to scheduling an employee to take the transfer examination at SPB's Test Center, the department should:

1. Verify that the candidate meets the transfer criteria.
2. Check the Prior Score File to verify that the employee is not retaking the examination too soon.

The fee for the transfer examination will be $50.00 per candidate. This fee will be billed to departments via their consolidated contract. If departments plan to use SPB's transfer examination testing services, they should ensure that there are sufficient funds in their consolidated contract. Departments will be billed on a quarterly basis.

To date, candidates who have failed the SSA transfer examination have been allowed to retake the test once every twelve (12) months. Effective immediately, the retake period for the transfer examination has been changed to six (6) months. This change 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 exam to maintain eligibility.

If your department would like to sign up to utilize SPB's transfer examination process, please contact Greg Collet, SPB Examination Services Program, at (916) 651-1188 or TTY (916) 654-6336. Your department will be provided with the confidential website address and password to access the scheduling system, as well as additional information regarding SPB's transfer examination process. If you have any questions, please feel free to contact Greg Collet.

Mike Strazzo, Chief