



## **Staff Services Analyst (SSA) Transfer Exam Testing**

### **California Public Utilities Commission**

**Who Should Apply:** This is a transfer examination for the California Public Utilities Commission. Competition is limited to employees of the CPUC who meet the requirements to laterally transfer to the SSA classification. State Personnel Board Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfer.

**How to Apply:** Complete the attached SSA Transfer Exam Request Form and submit to: [pucexams@cpuc.ca.gov](mailto:pucexams@cpuc.ca.gov) by the final filing date. **Submitting your application to this email is the most expeditious and preferred method.**

**Or you may drop-off or mail your application to:**

Public Utilities Commission  
Attn: Human Resources - Selection Unit  
505 Van Ness Ave, Room 3008  
San Francisco, CA 94102

**FINAL FILING DATE: CONTINUOUS**

**Testing Period:** Unsuccessful candidates may be tested only once during a six-month period.

**Special Testing Information:** If you have a disability that requires accommodation, mark the appropriate box on the SSA Transfer Exam Form. You will be contacted to make specific arrangements.

**Written Test Dates:** The in-person written test will be administered on as needed basis.

Applicants will receive written notice of testing once scheduled.

**Salary Ranges:**

Range A:	\$3,448.00 - \$4,320.00
Range B:	\$3,733.00 - \$4,672.00
Range C:	\$4,476.00 - \$5,604.00

**Requirements for Admittance to the SSA Transfer Examination:** You must meet the requirements to laterally transfer into the SSA class by the date you submit your SSA Transfer Exam Request Form. Appropriateness of lateral transfer into the SSA class will be verified by Human Resources upon receipt of the completed SSA Transfer Exam Request Form.

**Examination Information:** The examination will consist of a written test weighted pass or fail. A passing score on the written transfer exam is indefinite.

**Test Scope:** The test will measure the following:

- 1. Quantitative Analysis:** Skills in the area of algebra, geometry, and statistical problem solving.
- 2. Data Analysis and Interpretation:** Skill in reading, interpreting, and applying written information.
- 3. Workload Management/Project Management Scenarios:** Ability to effectively handle a variety of situations related to the planning and organizing of projects and work assignments.

You will be provided with the use of a calculator.

**REQUEST FOR TRANSFER EXAM  
STAFF SERVICES ANALYST (GENERAL)**

\_\_\_\_\_  
**Name (Last)                      (First)                      (M.I.)                      Social Security Number**

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**Mailing Address (Number) (Street)                      Work Telephone Number  
 (     )**

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**(City)                      (State)                      (Zip Code)                      E-mail address**

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**Are you now employed by the CPUC?     Yes     No**

**Division:** \_\_\_\_\_ **Branch:** \_\_\_\_\_

**Do you need reasonable accommodation to take a written test?     YES     NO  
 (If "Yes", you will be contacted to make specific arrangements)**

**Qualification for Lateral Transfer: Consideration for lateral transfer is based on  
 the last appointment by certification or Board Action.**

**Applicants: Do not use the space below -- For Human Resources Only**

Last or highest A01 appointment:  
 Class Code \_\_\_\_\_ Classification \_\_\_\_\_ Range \_\_\_\_\_

TRANSFER RANGE VERIFIED BY: _____	
DATE: _____ <input type="checkbox"/> ELIGIBLE <input type="checkbox"/> NOT ELIGIBLE	
DATE TEST SCHEDULED	DATE NOTIFIED OF TEST
SCORED BY	
POINTS CORRECT	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
DATE SCORED/ENTERED INTO CALHR EXAM SYSTEM	DATE RESULTS MAILED

**Privacy Statement**

**This information is requested by the CPUC per State Personnel Board Rule 174.  
 Disclosure of Social Security Number is required to verify civil service eligibility for  
 transfer exam.**