



Staff Services Analyst (General) LEAP

Exam Code: 7PB15

Department(s): All Departments Statewide
Opening Date: 9/10/2009 8:30:00 AM
Final Filing Date: Continuous
Type of Examination: SERVICEWIDE-OPEN
Salary: MONTHLY-RANGED-SALARY - \$3,063.00 to \$4,980.00

INTRODUCTION

The Limited Examination and Appointment Program (LEAP), under the authority of Government Code Sections 19240-19243.4, provides an alternate means of assessing the qualifications and skills of job applicants with disabilities.

Taking this LEAP exam, which is also known as a Readiness Evaluation, is the alternative method that an applicant with a disability can use to become employed with the State of California.

An applicant must have LEAP certification from the Department of Rehabilitation (DOR) to be able to take this Readiness Evaluation. To learn about LEAP certification, go online to DOR's website and access the DOR LEAP certification page.

More information about LEAP and Readiness Evaluations (exams) is available online at the California Department of Human Resources' (CalHR) website on CalHR's LEAP webpage.

This bulletin contains detailed information for taking the Readiness Evaluation for Staff Services Analyst (General) LEAP

EQUAL EMPLOYMENT OPPORTUNITY

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 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?

Those who meet **all** of the following criteria:

- 1) Individuals with a disability, a record of a disability, or who are regarded as having a disability that limits one or more major life activities, **and**
- 2) Individuals with a Limited Employment Assistance Program (LEAP) certification from the State Department of Rehabilitation, **and**
- 3) Individuals who have not taken this examination in the past 18 months, **and**
- 4) Individuals who meet the minimum qualifications stated on this examination bulletin.

Contact the Department of Rehabilitation to find out how to obtain LEAP certification.

(916) 558-5409 (Voice)

(7-1-1) California Relay Service

wdsinfo@dor.ca.gov – e-mail address

SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements you will be able to request a reasonable accommodation during the filing and self-scheduling process.

If you have questions, please contact:

California Department of Human Resources Selection Division

1-866-844-8671

California Relay Service (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

LEAP ELIGIBLE LIST INFORMATION

The names of individuals who successfully complete this Readiness Evaluation are merged onto a LEAP Referral List for Staff Services Analyst (General) LEAP.

Candidates who pass this Readiness Evaluation will have LEAP Referral List eligibility that lasts for 24 months. All State departments may use these Referral Lists to select candidates for vacant positions.

After passing this Readiness Evaluation and being placed on the Referral List, a candidate can apply for Staff Services Analyst (General) LEAP vacancies.

LEAP Referral List eligibility expires 24 months after it is established. Competitors must then retake the LEAP Staff Services Analyst (General) Readiness Evaluation to reestablish list eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: In addition to having LEAP certification, all applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

EITHER 1

Education: Graduation with a Bachelor's degree from a recognized four-year accredited college or university. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

OR 2

Work experience in the California state service may be substituted for the required education in Pattern I on a year-for-year basis by applicants who have at least six semester or nine quarter units of college level training in public or business administration, accounting, economics, political or social science, English, speech, statistics, law, or a closely related area.

EXAMINATION INFORMATION

READINESS EVALUATION – Weighted 100%

This Readiness Evaluation will consist solely of a questionnaire that examines the training, experience, and education that you have previously attained. Your answers will determine whether you meet the minimum qualifications for this class title and whether you can be eligible to apply for vacancies. An applicant that earns a score of 70% or above will be placed on the LEAP Referral List and will have eligibility to apply for Staff Services Analyst (General) LEAP vacancies. Completion of the Readiness Evaluation provides an instant score.

[The Training and Experience portion of this Readiness Evaluation may be reviewed here.](#)

SCOPE OF EXAMINATION

This LEAP Staff Services Analyst exam will include job related questions. All the questions refer directly to the Minimum Qualifications and the Knowledge, Skills and Abilities that are outlined in the Minimum Qualifications and Knowledge, Skills and Abilities sections of this bulletin.

KNOWLEDGE, SKILLS AND ABILITIES

A. Knowledge of:

1. Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis.
2. Governmental functions and organization.

B. Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
2. Develop and evaluate alternatives; analyze data and present ideas and information effectively.
3. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
4. Gain and maintain the confidence and cooperation of those contacted during the course of work.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866 844-8671

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GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, and at local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the LEAP Referral List. Your results in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will have eligibility to apply for vacancies for the class title of Assistant Information Systems Analyst.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, should 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been

dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [this link](#), and the Department of Veterans Affairs.

Bulletin Revision Date: 8/18/2017

TAKING THE EXAM

When you click the link below, you will be directed to the Readiness Training and Experience Examination. At the end of the Readiness Training and Experience Examination, it will be scored.

[Click here to go to the Readiness Training and Experience Examination for Staff Services Analyst \(General\) LEAP.](#)

FILING INSTRUCTIONS

You may take this Readiness Evaluation (online exam) once every eighteen (18) months.