

CALIFORNIA STATE PERSONNEL BOARD

Date of Issue: March 3, 1992

MEMO TO: ALL STATE AGENCIES AND EMPLOYEE ORGANIZATIONS, and ALL  
HOLDERS OF THE PERSONNEL MANAGEMENT POLICY AND  
PROCEDURES MANUAL (PMPP)

SUBJECT: Staff Services Analyst Transfer Policy (Rescission)

State Personnel Board File Reference: Should be kept and filed  
in PMPP Manual Section 315- Transfer

At its January 21, 1992, meeting, the five-Member State Personnel Board (SPB) reviewed and adopted the staff recommendation that the Staff Services Analyst (SSA) Transfer Policy be rescinded. This memorandum supersedes and replaces pink memorandums dated April 12, 1979 and September 12, 1990.

The net effect of this action is that the classification of SSA is now treated in the same manner as all other classifications within State service for purposes of determining the appropriateness of a lateral transfer into the class. All transfers must continue to be in accordance with the general provisions for lateral transfer as contained in CCR Sections 425, 430-433, 435 and 444. Additionally, see PMPP Manual Section 315 for policy and procedure guidelines regarding transfers.

SPB Rule 433, in addition to providing for transfer between classes, forbids transfers within the "same class series." The Board specifically noted that although the classes of Management Services Technician (MST), Personnel Technician (PT) and Budget Technician (BT) are in the same class series as SSA, these three Technician classes are upward mobility/bridging classes that will be treated as exception to the "same class series" prohibition. Therefore, transfer into SSA from these three classes is still allowed. This is pursuant to the authority granted the SPB under Title 2, California Code of Regulations Section 433 (b) (2).

As corollary to this issue, transfers into MST, PT and BT are not allowed, unless the class from which the individual transfers is within two salary steps of SSA, and was the result of a list appointment. This is due to the potential for "dead-ending" individuals in the bridging class where the prohibition against consecutive transfers will prevent completion of their upward mobility path to the SSA.

The primary ingredient of the SSA Transfer Policy was the requirement that all individuals transferring into the class of SSA must have either passed the SSA written examination or its equivalent. This is no longer mandated. However, please note that when the requirements for lateral transfer as described by Rule 433 are met (including the possession of required licenses and certificates), departments have the option of requiring a

transfer exam. The SPB will not release any of the current forms of the SSA written test to departments. However, assistance in the development of an exam, may be obtained by contacting Mel Majesty in the Test Validation and Construction Section at (916)653-1264, CALNET 453-1264, or TDD (916)653-1511.

If there are any questions concerning this memorandum, please call your SPB oversight program analyst.

/s/

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