



# STAFF SERVICES ANALYST (GENERAL)

Salary: \$3,448.00 - \$5,604.00

Under supervision, incumbents perform work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning, systems development, budgeting, planning, training, management, personnel analysis, other related work.

SSA participates in analytical studies of organization, procedures, budgetary requirements, and personnel management. Typical tasks are to gather, tabulate, and analyze data. In addition to creating charts, SSA also prepare reports and make recommendations on procedures, policies, and program alternatives.

## Minimum Qualifications:

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

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.

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