



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

STAFF SERVICES ANALYST

Los Angeles

Permanent — Full-time

The Bureau of Real Estate has one opening for a Staff Services Analyst. The office is located at 320 W. 4th Street, Suite 350, Los Angeles, CA 90013-1105. This position is Permanent, Full-time.

Duties of the position include:

- Under the general supervision from the Business Services Office Manager, (Staff Services Manager I in Sacramento) this position will serve as a Business Services Liaison for Programs in Southern California which includes Los Angeles district offices and San Diego. Directly responsible for the mail handling, supplies management and delivery, facilities management, equipment accountability and records management and destruction coordination. Coordinating all business services related tasks with the Sacramento Business Services Office and coordinating the daily mail processing and delivery with staff from the Enforcement Unit. Physically operating and located in the Los Angeles Headquarters district office.
- Plan and consult with programs to obtain and provide the most used office supplies needed. Maintain a stock room of supplies; ordering, purchasing, stocking, and delivering supplies to program in the LA office.
- Purchasing office supplies from local vendors utilizing a Cal Card for purchases in order to maintain stock on hand.
- Coordinating the daily incoming and outgoing mail handling for the LA office; with assistance from Enforcement Unit clerical staff. Maintaining the mailing equipment and processing express mail as needed.

Required qualifications:

- Ability to organize and manage workload.
- Excellent oral & written communication skills.
- Strong analytical skills
- Proven interpersonal skills.
- Ability to work very independently and assume lead in various projects and assignments.
- Excellent technical skills.
- Dependable with excellent attendance.
- Flexible and able to multitask
- Ability to work well under pressure to meet deadlines.

Desirable qualifications:

- Computer literate, preferably with experience in Microsoft Word and Excel.
- Familiar with contracts, budgeting, and accounting and facilities management.

Salary: \$2817- \$4579

Who may apply: All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to http://www.calhr.ca.gov/state-hr_professionals/Pages/job-descriptions.aspx and enter the Classification Code or Title you wish to review.. Eligible candidates who are current state employees with status in the above classification or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. All methods of appointments, including Training and Development (T&D) Assignment will be considered. All interested applicants must submit a standard State Application Form STD 678 (rev. 6/2010) with original signature, and must clearly indicate the basis of their eligibility in the "Explanations" section of the STD 678. SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter. Applications will be screened and only the most qualified applicants will be considered for an interview. All appointments are subject to approval of the Office of Human Resources. CaIBRE is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Please indicate RPA #623-124 on your application in order for it to be considered. Note: Title 11, section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, incumbents for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

Submit Applications to:

Bureau of Real Estate - Human Resources
1651 Exposition Blvd.
Sacramento, CA 95815
(916) 263-7361

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Applications may be obtained from the CalHR website at <http://www.jobs.ca.gov>.

FINAL FILING DATE: May 29, 2014

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.

Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview. Interviews will be conducted on a flow basis.