



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Staff Services Analyst (G) - 3 positions
Sacramento
Permanent — Full-time

California Bureau of Real Estate has several openings for a Staff Services Analyst in its Sacramento Licensing Section. These positions are permanent, full-time and are located at 1651 Exposition Blvd., Sacramento, 95815. You only have to turn in one application to apply for these positions.

Duties of the position may include:

- Interpret and apply applicable statutes and regulations (including the Business and Professions Code Sections 10166.051 and 10177, and Commissioner's Regulations Sections 2910 and 2911) in the evaluation of an applicants' Criminal Offender Record Information (CORI) received from the Department of Justice (DOJ).
- Conduct detailed research and analysis of court records and Penal Code sections to make an independent determination with regard to the criminal conviction and its substantial relationship to the real estate profession, based on the applicable statutes and regulations.
- Review and analyze license applications containing previous professional license disciplinary actions, along with applicable documents, and/or records obtained from other state or federal entities to determine whether application for licensure should be issued (when license disciplinary actions are determined to not be substantially related or when sufficient rehabilitation has been demonstrated) or denied (when license disciplinary actions are determined to be substantially related and sufficient rehabilitation has not been demonstrated), incorporating the interpretation and application of provisions of applicable statutes and regulations listed above, as well as current established internal criteria.
- Prepare written correspondence to the public, applicants, and other governmental agencies regarding the denial and review process.

Necessary and desirable qualifications:

- Ability to organize and manage workload.
- Excellent oral & written communication skills.
- Proven interpersonal skills.
- Ability to work independently.
- Excellent technical and analytical skills.
- Dependable and excellent attendance.
- Ability to work well under pressure to meet deadlines.

Salary: Range A \$2873- \$3600 Range B \$3111-\$3895 Range C \$3731-\$4671

Who should apply: 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) Assignments 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. 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. In addition, please attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application. 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. CalBRE 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 #623-13/14/15 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)

FINAL FILING DATE: September 5, 2014

Applications may be obtained from the CalHR website at www.jobs.ca.gov. Applications, whether filed in person or by mail, must be received in the Human Resources Office no later than 5:00 p.m. on the final filing date. Applicants will be screened based on the Necessary / Desirable Qualifications shown above and only those most qualified will be contacted for an interview.