



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

Staff Services Analyst
Sacramento
Permanent — Full-time

California Bureau of Real Estate has an opening for a Staff Services Analyst in its Licensing Background Review Unit Section. This position is permanent, full-time and is located at 1651 Exposition Blvd., Sacramento 95815.

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 listed above.
- 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 or denied.
- Communicate in writing and orally with the courts and law enforcement agencies when working to obtain conviction and rehabilitation documentation. Communicate with the applicant, as appropriate.
- Respond to complex and sensitive telephone inquiries regarding specific pending applications, denied applications, and the appeal process as it relates to a specific application, ensuring the confidentiality of information and documentation as appropriate.
- Prepare written correspondence to the public, applicants, and other governmental agencies regarding the denial and review process.

Necessary and desirable qualifications:

- Ability to interpret and apply the real estate laws, regulations and policies.
- Excellent oral & written communication skills.
- Confidentiality and discretion due to the nature and sensitivity of documents handled.
- 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 DCA Office of Human Resources. The State of California and DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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 (including pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please indicate RPA #623-xxx 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: December 30, 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.