



**DEPARTMENT OF REAL ESTATE**  
*Equal Opportunity Employer*  
**Job Opportunity**

**Managing Deputy Commissioner II**  
**Sacramento - Permanent, Full-time**

The Department of Real Estate has an opening for a Managing Deputy Commissioner II. The position is located in Sacramento Subdivisions. The position is located at 2201 Broadway in downtown Sacramento.

**Duties of the position include:**

- Under the general direction of the Managing Deputy Commissioner III, supervise a large team of Deputy Commissioners which may include Sr. Deputy Commissioners, and may also manage the Subdivisions Technical or Central Control unit, the latter of which consists of Program Technicians.
- Plan, organize and direct the unit's work to effectively maintain productivity within the time frames mandated by law.
- Review complex documents in relation to file review/processing by subordinates; review completed staff work; provide guidance in solving issues involving certain documents and disclosures.
- Provide technical support to the industry i.e., title officers, escrow officers, developers and builders, attorneys and the public; attend meetings; participate in initial project discussion meetings with builders, project managers and attorneys.
- Compile statistics, prepare reports and memoranda; testify at hearings; update manuals and attend manager meetings, and handle special projects.
- Perform HR duties such as: establish performance criteria, complete written appraisals, provide in-house training new and existing employees.

**Required qualifications:**

- Knowledge of the Department's Subdivision program and DRE laws, rules, regulations, policies and procedures.
- Ability to interact effectively with individuals at all levels of government, the public, and the subdivision industry.
- Ability to communicate effectively both orally and in writing.
- Ability to plan, organize and direct the work of subordinates.
- Ability to work independently, and establish and maintain project priorities.
- Willingness to travel, as necessary.

**Desirable Qualifications:**

- Knowledge of personnel management practices and procedures including the disciplinary process, grievance procedures, employee development and labor relations.
- Knowledge of the administration and departmental goals and objectives.

**Salary Range: \$5113 - \$6170**

**Who may apply:**

Current State employees at the Managing Deputy Commissioner II level, those individuals transferable to the class, and DRE employees with MDC II list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA or Surplus status on your application. Please indicate RPA #08-080 on line 12 of your application.**

**Submit Applications to:**

Department of Real Estate - Human Resources  
P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0802

**For information on the position contact:**

Dave Warner, MDC III  
(916) 227-0822

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

**Final Filing Date: January 21, 2009**

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>  
**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 final file date.**

Applicants will be screened using Required/Desirable Qualifications and those most qualified will be contacted for an interview.