



Arnold Schwarzenegger, Governor
Dale E. Bonner, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Managing Deputy Commissioner III
Sacramento - Permanent/Full-time

The Department of Real Estate has an opening for a Managing Deputy Commissioner III in the Sacramento Mortgage Loan Activity Unit. This position is Permanent, Full-time. The office is located at 2201 Broadway, Sacramento, CA 95818.

Duties of the position include:

- Supervise others in handling advance fee submissions, advertising approvals, consumer complaints, quarterly and annual threshold broker reports, multi-lender quarterly and annual reports, annual SB 1556 reports, "threshold broker" monitoring, and review of Business Activity and Call reports pursuant to SB 36.
- Review of the Real Estate Law (Business and Professions Code) for currency and comparison with other state and federal laws as it relates to mortgage business.
- Assistance to consumers through their direct contact with the unit in mortgage related problems or through their elected representatives.
- Review and analyze mortgage loan related bills as necessary.
- Approve and maintain records of mortgage loan disclosure statements as submitted by mortgage brokers and review and maintain records of "self-dealing" statements as submitted by real estate brokers.
- Author articles quarterly for mortgage loan broker publications and contribute articles to the DRE Real Estate Bulletin, prepare the Mortgage Loan Bulletin and other publications and brochures, oriented to both licensees and consumers.
- Liaison with the mortgage loan brokerage trade groups and perform at speaking engagements as requested.
- Monitor mortgage loan investigations conducted by Enforcement.
- Render professional assistance to other DRE personnel, as needed, provide in-house training for professional department staff.

Desirable qualifications:

- Knowledge of the Department's laws, rules, regulations, policies and procedures.
- Ability to interact effectively with individuals at all levels of government, the public, and the Real Estate 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.

Salary: \$5621 - \$6781

Who should apply: Current state employees at the MDC III level and those individuals who are transferable to the class or have list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please indicate this status on your state application or include a copy of your notice. Please indicate RPA #09-040 on your State application.** Note: DRE requires that all new employees be fingerprinted.

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:

Tom Pool, Assistant Commissioner
Administration Section
(916) 227-0772

CALIFORNIA RELAY SERVICE: 1(800) 735-2922 (Voice) or 1 (800) 735-2929 (TDD)

FINAL FILING DATE: November 12, 2009

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 above date. Applications may be obtained from the SPB website at <http://www.spb.ca.gov>

Applicants will be screened based on the Required and Desirable Qualifications shown above and only those most qualified will be contacted for an interview.