



DEPARTMENT OF REAL ESTATE
DEPARTMENTAL PROMOTIONAL EXAMINATION

SENIOR DEPUTY COMMISSIONER
Final Filing Date: February 5, 2009
Salary: \$4655 - \$5618

California State Government – Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, domestic partnership, medical condition, physical disability, mental disability, religious or political affiliation, age or sexual orientation.

It is an objective of the state of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the Department of Real Estate as of the final filing date, in order to participate in this examination; OR 1) must be a current or former employee of the Legislature for two or more years as defined in Government Code (GC), Section 18990; OR 2) must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in GC, Section 18992; OR 3) must be a person retired from the United States military, honorably discharged from active military duty with service-connected disability, or honorably discharged from active duty as defined in GC, Section 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY

Submit Examination Application (Std. Form 678) to:

Department of Real Estate
Attn: Casey Gates
PO BOX 187000
Sacramento, CA. 95818-7000
Testing Information: (916) 227-0802

NOTE: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.

NOTE: Only applications with an original signature will be accepted.

ELIGIBILITY REQUIREMENTS

Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

POSITION DESCRIPTION AND LOCATION(S)

The Senior Deputy Commissioner works independently with primary responsibility for a major function or activity in the Department of Real Estate. Positions are assigned difficult and complex work in conjunction with specific functions or activities within the Department; incumbents perform specialized analysis and investigations; may function as the senior member of a team; and do other related work.

Positions are located in Sacramento, Los Angeles, San Diego, Fresno and Oakland.

TEST DATE(S)

It is anticipated that Qualifications Appraisal Interviews will be held during **March 2009**.

MINIMUM QUALIFICATIONS

Either I

Experience:

One year of experience in the California state service performing the duties of a Deputy Commissioner, Department of Real Estate (Range D).

Or II

Experience:

Two years of experience in the California state service performing the duties of a Deputy Commissioner, Department of Real Estate (Range C).

Or III

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

Experience:

Three years of experience in one of the following:

1. Sale or exchange of farm, residential, or business properties. **OR**
2. Negotiating for real estate loans in a bank, realty office, or savings and loan (requires extensive dealing with the public). **OR**
3. Performing the duties of an Escrow Officer in a bank, realty office, savings and loan, or escrow or title company. **OR**
4. Independent field investigative experience in civil or criminal law enforcement with a private or governmental agency.

And

Education:

Equivalent to graduation from college (four-year bachelor's degree) or equivalent degree (certificate) (diploma) approved by the Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10, and with any major but preferably with specialization in real estate, law, finance, criminal justice, or public or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years; however, in all cases a minimum of two years of college is required.)

**EXAMINATION
INFORMATION**

This examination will consist of a Qualifications Appraisal Interview only – Weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Review or investigative techniques, including planning and organizing
2. General principles and concepts used in project review, writing, and analysis
3. California Real Estate Law
4. Department of Real Estate rules, regulations, policies, and procedures
5. Department of Real Estate organization and functions
6. Related legal opinions
7. Methods, laws, and procedures controlling the subdivision of lands and time-share regulations
8. Investigation methods, evidence, and procedures applicable to criminal and administrative proceedings
9. Advanced fee and mortgage loan broker laws, rules, and regulations
10. Out-of-State subdivision regulations
11. Time-share and undivided interest procedures and regulations
12. Publication procedures and policies

Ability to:

1. Gather, compile, analyze, and interpret data
2. Prepare clear concise correspondence and reports
3. Work under pressure and in adversarial situations
4. Employ strong interpersonal skills
5. Communicate effectively
6. Reason logically and creatively and use a variety of analytical techniques
7. Consult and advise interested parties on cases, files, or related materials
8. Gain and maintain the confidence and cooperation of others
9. Interpret and apply provisions of the California Real Estate law and the laws governing the Subdivided Lands Act, related legal opinions and court decisions, and Department of Real Estate policies, procedures, rules, and regulations
10. Independently perform complex, specialized analysis projects and functions within the Department of Real Estate

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established to fill vacancies for the Department of Real Estate. The list will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

**VETERANS POINTS/
CAREER CREDITS**

Veterans preference points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Real Estates' Human Resources at (916) 227-0802 three weeks after the final filing date if he/she has not received a progress notice.

The Department of Real Estate reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Applications are available at the State Personnel Board, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std 678) is accessible via the Internet at <http://www.spb.ca.gov>.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

FOR CURRENT DRE TESTING INFORMATION CALL (916) 227-0802

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

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