



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

Associate Governmental Program Analyst / Staff Services Analyst
Sacramento
Permanent — Full-time

The Bureau of Real Estate has an opening for an Associate Governmental Program Analyst in its Executive Office. The office is located at 1651 Exposition Blvd., Sacramento, 95815. This position is permanent, full-time. The Bureau would consider a Staff Services Analyst in this position.

Duties of the position include:

- Prepare the Comparative Statistical Report for distribution to Executive staff and upload to the Bureau website. Coordinate the collection of the necessary data required for the completion of the annual ARELLO statistical report and the Week Ahead Report on an as-needed basis.
- Compile and analyze information (i.e., time spent, major cases) received from the Audit Management team and the preparation of monthly and quarterly Audit Time Analysis and Audit Hour Analysis reports.
- Work with Bureau Assistant Commissioner of Licensing & Administration and the Department of Consumer Affairs Legislation & Policy Review staff to track legislation impacting the Bureau of Real Estate. Provide analysis of legislation, as requested, by the Assistant Commissioner of Licensing & Administration.
- Schedule interview appointments and meetings, arrange for meeting facilities, and make travel arrangements as requested by the Chief Deputy Commissioner. Prepare travel expense claims from source documents, applying appropriate rules of reimbursement. Serve as back-up to the Administrative Assistant.

Required /Desirable qualifications:

- Effectively communicate verbally and in writing with all levels of staff.
- Good grammar, punctuation and proofreading skills.
- Excellent customer service skills on the phone and in person.
- Ability to establish priorities, multi-task, organize/manage workload and work independently.
- Dependability and reliability and have excellent attendance.
- Computer literate, preferably and be familiar with Microsoft Word and Excel.

Salary: AGPA \$4488-\$5618 Staff Services Analyst \$2,873 - \$4,671

Who may 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 Examination/Employment Application form (STD 678, Rev. 10/2013) with original signature, and must clearly indicate the basis of their eligibility (list, transfer, or reinstatement, LEAP 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 (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please indicate RPA #623-063 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)
Applications may be obtained from the CalHR website at <http://www.jobs.ca.gov>.

FINAL FILING DATE: March 6th, 2015

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