



**Department of Consumer Affairs**  
**CALIFORNIA BUREAU OF REAL ESTATE**

*Equal Opportunity Employer*  
*Job Opportunity*

**Staff Services Analyst: Permanent – Full Time**  
**2 Positions located in Sacramento**

CalBRE has an opening for two Staff Services Analysts in the Education & Research Unit within the Licensing Program. The office is located at 1651 Exposition Blvd., Sacramento 95815.

***Duties of the position may include:***

- Review course submissions from private vocational schools for approval to offer pre-license/statutory courses to consumers attempting to qualify for the real estate salesperson and broker license examinations and to offer continuing education courses to licensees attempting to satisfy the licensing continuing education requirements. Review continuing education equivalent activity petition applications submitted by licensees who are attempting to gain credit for “equivalent activity” towards the license renewal requirements.
- Analyze course content as it relates to the specific course requirements and documents pertaining to attendance at unapproved real estate courses, instruction in real estate subjects, publication of professional articles or books, or development of real estate education programs, laws or research. Research applicable Real Estate Law statutes and Regulations of the Real Estate Commissioner, as required. Follow up verbally, or in writing of additional documentation or clarifications needed in order to process the applications. Provide recommendations to the SSI II regarding course approval or denial.
- Review broker examination equivalent activity applications submitted by examinees attempting to meet the experience qualifications with equivalent experience. Analyze state bar status, confirm employment information, and research out of state licenses and equivalent course of study information. Review applicable Real Estate Law statutes and Regulations of the Real Estate Commissioner, as required.
- Formulating and recommending statutes, regulations, policies and procedures needed to fulfill the Bureau’s statutory obligation with respect to education and research. Prepare Scope of Work for education research proposals and monitor contracts and projects.
- Prepare negative affidavits and responses for information directly related to subpoenas as well as Public Record Act (PRA) requests as it relates to course provider records.
- Serve as a primary point of contact for CalBRE staff, including but not limited to, Licensing management, attorneys, and investigators, and address complex issues and questions associated with CalBRE approved courses used for pre-license qualifications, continuing education renewal requirements and broker exam equivalent experience requirements.

**Salary:** Range A \$2945- \$3690 Range B \$3189-\$3992 Range C \$3824-\$4788

**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 classification or persons who are reachable on a current employment list for this classification. All methods of appointments, including Training and Development (T&D) Assignments and all tenures and time bases will be considered. 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 <https://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the classification code or classification 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.

**State Application (STD 678 Rev 10/2013):** All interested applicants must submit a State Application with original signature, and must clearly indicate the basis of their eligibility (list, transfer, or reinstatement, [**do not** notate LEAP eligibility]) in the “Explanations” section of the STD 678. In addition, employment information **MUST** be complete with dates, duties and responsibilities, contact names and phone number of supervisors. Candidates who do not submit all of the required documentation (incomplete application package) will be eliminated from the selection process. Please remove the Equal Employment Opportunity page as the information is not needed for job vacancies. All submitted information will be screened and the most qualified candidates will be invited to 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# 623-012/013**, along with the classification and position number of this position, on your application in order for it to be considered. 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 in 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: September 24, 2015**

Applications must be filed in the CalBRE Human Resources office or postmarked by this date. Applicants will be screened based on information shown above and only those most qualified will be contacted for an interview.