



**SUPERVISING REAL ESTATE OFFICER
PERMANENT-FULL TIME**

The Office of Real Estate Appraisers (OREA) has a vacancy for a Permanent, Full-time Supervising Real Estate Officer. OREA is located at 1102 Q Street, Suite 4100, Sacramento, CA 95811.

Duties of the position include:

- Supervision of the two SUPAI's to provide direction and oversight in managing a large enforcement caseload with the overall objective of achieving compliance with ASC guidelines for timeliness of resolution of complaints, while maintaining the consistency and quality of the work product generated by the enforcement staff.
- Analyze, interpret, and apply statutes, regulations, and OREA policies and procedures related to the conduct of investigations and the operation and function of the Enforcement Unit. Review investigative reports as appropriate and recommend disciplinary sanctions against licensees that will require the issuance of a formal accusation, ensuring that the evidence is adequate to support the disciplinary sanctions proposed.
- Review all cases involving proposed accusations with OREA Department Counsel to determine whether the accusation will be generated by OREA, or by the Attorney General. Supervision of the SSA to ensure that licensees comply with any disciplinary sanctions against their license, and that any outstanding disciplinary sanctions imposed against a licensee are taken into consideration when concurrent with any licensing activities involving the same licensee
- Review and recommend settlement proposals to OREA Department Counsel as a resolution to proposed enforcement sanctions against licensees, where appropriate and in the public interest. Act as liaison with other law enforcement agencies. Maintain close contact with and participate in meetings with local, state, and federal law enforcement agencies. Evaluate and make decisions regarding referral of enforcement cases to police departments, district attorneys, and federal agencies.
- Evaluate the performance of the two SUPAI's and document disciplinary issues as appropriate in accordance with State guidelines and procedures. Oversee personnel management duties in the areas of hiring, training, personnel actions, health and safety (such as maintaining a safe work environment), and approve enforcement staff attendance records, expense claims and travel requests.
- Compile and submit reports to Director as required including, but not limited to, performance measurement analytics related to the enforcement activities of the office.
- Analyze, interpret, and explain Enforcement policies and procedures, federal and state laws and regulations, and the Uniform Standards of Professional Appraisal Practice (USPAP), to members of the appraisal and financial industries, other government agencies, and the public.
- Participate in other OREA activities as required, such as attending or speaking at industry seminars, writing or soliciting articles for inclusion in the OREA newsletter, and attending executive staff meetings and Association of Appraiser Regulatory Officials bi-annual meetings.

Desirable Qualifications:

- Integrity, initiative, dependability, good judgment and ability to work cooperatively with others.
- Ability to follow oral and written instructions and communicate effectively.
- Excellent attendance and interpersonal skills.
- Ability to work well under pressure and within mandated timeframes.
- Patience and tact in dealing with the public, staff members and others.
- Ability to interpret and apply laws, rules, regulations, policies and procedures
- Willingness to travel and work odd hours away from the office; integrity and objectivity to conduct all work ethically and with independent judgment; and satisfactory record as a law-abiding citizen.

Salary Range: \$6779-7474

Who may apply:

Applications will be accepted from current State employees at the Supervising Real Estate Officer level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the State application. Please indicate RPA#OREA 11-005, SREO on 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:

Diane Westphal
Deputy Director
(916) 440-7875

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

Final Filing Date: March 26, 2012

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>
Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be invited to interview.