Real Estate Officer

Class Code: 9594 – Exam Code: 6PB21

Departments:	Department of General Services
Opening Date:	June 15, 2016
Final Filing Date:	Continuous
Type of Examination:	Departmental
Salary:	$3,247-$3,689

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State 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?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 9 months.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671
OR
California Relay Service at 7-1-1
Telecommunications Device for the Deaf (TTY) at (916) 654-6336*

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

Eligible List Information

An open eligible list will be established by the California Department of Human Resources for use by the Department of General Services. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

Requirements for Admittance to the Examination

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

Minimum Qualifications

Either I

Equivalent to graduation from college with major work in Business Administration, Real Estate, Marketing, Urban Development, Economics, or a related field. (Registration as a senior in an accredited college or university or equivalent institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Experience: Two years of technical experience performing work in one or more of the following: (1) appraisal or acquisition work involving fair market value as applied to transfer and sale of real property; (2) commercial leasing; (3)leased facilities program development; (4)management of commercial rental properties; (5) portfolio management; (6) facility planning; or (7) asset enhancement of real property [experience in real estate sales or transfers will not be considered equivalent to the appraisal or acquisition work referenced in (1) above]. **AND**

Education: Equivalent to completion of an associate of arts degree with major work in Business Administration, Real Estate, Marketing, Urban Development, Economics, or a related field. (Additional qualifying experience may be substituted on a year-for-year basis.)

Or III

One year of experience in the California state service performing the duties of a class comparable in level of responsibility to a Management Services Technician, Range B, in an assignment involving the appraisal, acquisition, sale, and asset enhancement of real property, and the leasing and asset enhancement of commercial space. (Persons with six months of qualifying experience in the California state service may compete in the examination; however, one year of experience must be completed before they can be considered eligible for appointment.)

Position Description

This is the entry level training class and first working level in the series. Under the close supervision of a higher level Real Estate Officer, incumbents perform the less-difficult tasks related to the appraisal, acquisition, sale, and management of real property and the leasing and management of commercial space. Incumbents secure commercial leases of average difficulty, make simple appraisals, and perform routine negotiations for the purchase, sale, lease, rental,

or donation of lands improvements but no authority to commit funds, and easements.

Based on the appropriate alternate range criteria, incumbents advance to Range C and are assigned progressively more complex real estate work as their competence increases.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

To preview the Real Estate Officer Training and Experience Evaluation, select Real Estate Officer preview examination.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Factors involved in appraising property
- Principles, methods, and techniques used in the acquisition or disposition of real property and in negotiating commercial leases
- Legal procedures and documents involved in real property transactions
- Real property law concerned with acquisition, eminent domain, leasing, and sale of real property
- Rural and urban property values and the effect of economic trends upon value, price, and construction cost of improvements
- Portfolio management
- Due diligence
- Negotiation for and asset enhancement of leased commercial space
- Facility planning
- Asset enhancement of real property
- Common methods of legally describing real property

Ability to:

- Understand and apply the laws, policies, rules and regulations relating to the appraisal, acquisition, and leasing of real property for public use purposes
- Negotiate effectively
- Appraise real property accurately
- Read and interpret maps, plans, and data relating to property locations
- Write clear and concise reports
- Analyze situations and data accurately and adopt an effective course of action
- Establish and maintain cooperative relations with those contacted in the course of the work
- Communicate effectively

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list.

This section shall not apply to any veteran who has been dishonorably discharged or released.

VETERANS

Persons retired from the United States military or honorably discharged from active duty shall be eligible to compete in promotional examinations for which they meet the minimum qualifications as prescribed by the class specification. Persons receiving passing scores shall have their names placed on the promotional eligibility lists resulting from these examinations. In evaluating minimum qualifications, related military experience shall be considered State civil service experience in a class deemed comparable by CalHR, based on the duties and responsibilities assigned (Section 18991).

For cases in which promotional examinations are given by more than one department for the same classification, the veteran shall select one department for which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list eligibility established from the examination in which the veteran participated. Employees may request a transfer of list eligibility between departments in the same manner as provided for civil service employees (Section 18991).

CAREER CREDITS

Career Credits will not be applied to the final score of competitors who are successful in this examination.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division
1515 S Street, North Building, Suite 400
Sacramento, CA 95811-7258
1-866-844-8671
California Relay Service: (7-1-1)
Telecommunications Device for the Deaf (TTY) (916) 654-6336
TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned, change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin,

the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the Real Estate Officer classification specification.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the 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 may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at CalHR's Veterans' Information webpage, and the Department of Veterans Affairs.

Bulletin Release date: 6/13/16

FILING INSTRUCTIONS

Click the link below to be directed to the Training and Experience Examination. Upon completion of the Training and Experience Examination, it will be instantly scored.

*Please remember to print a copy of your exam results for your records. It may take up to 5 days for eligibility records to appear in your CalCareer profile.

Select Real Estate Officer Training and Experience Evaluation **to access this online examination.**