Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

SPECIAL INVESTIGATOR
Los Angeles
Permanent — Full-time

The California Bureau of Real Estate has an opening for a Special Investigator in its Subdivisions Budget Review section. The office is located at 320 W. 4th St., Suite 350, Los Angeles 90013. This position is Permanent, Full-time.

Duties of the position include:

- Review and analyze proposed homeowners association budgets, subdivision Public Report applications and appurtenant legal and financial documentation for compliance with statutes, regulations, and departmental policies, prepare deficiency letters, review and analyze deficiency responses for compliance, review and critique complex creative finance plans, compile documentation for preparation of comprehensive public reports.
- Conduct office and field investigation of subdivision filings/offerings to confirm compliance with subdivision laws and regulations and to identify/ confirm violations and pursue administrative and/or formal actions as necessary to gain compliance with the laws, statutes, and regulations administered by the CalBRE.
- Answer general inquiries by telephone, in person and in writing concerning the laws, statutes and regulations administered by the CalBRE. Meet with and advise subdividers, budget preparers, attorneys, other subdivider representatives, complainants, and other interested parties regarding laws, regulations and procedures. Conduct and participate in CalBRE Subdivision outreach efforts as necessary to promote consumer awareness and industry compliance.

Required /Desirable qualifications:

- Ability to gather, analyze, interpret data and make sound decisions.
- Ability to identify/evaluate issues and apply appropriate laws and regulations.
- Ability to communicate effectively with others at all levels in and out of the organization.
- Ability to write comprehensive reports that detail deficiencies and clearly affirm expectations.
- Ability to work under pressure and within mandated timeframes.
- Ability of understanding the laws administered by CalBRE particularly the Subdivided Lands Act and California Code of Regulations and the ability to interpret, apply, and enforce the laws, statutes, and regulations administered by CalBRE.
- Computer literate, preferably with experience in Microsoft Word, Works and Excel.
- The incumbent must be able to meet mandated statutory timeframes and be able to communicate difficult concepts as well as expedite file review and site inspections when directed.

Salary: Range A $3902-4614 Range C $4888-6076
Range B $4454 - 5524

Who may apply: 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. 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) Assignment will be considered. All interested applicants must submit a standard State Application Form STD 678 (rev. 10/2013) with original signature, and must clearly indicate the basis of their 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. Applications will be screened and only the most qualified applicants will be considered for an interview. These positions are pending approval by the Office of Human Resources. CalBRE is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Please indicate RPA #623- 086 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: April 21st , 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.

(4/7/15) #623-086