



DEPARTMENT OF
CONSUMER AFFAIRS
BUREAU OF REAL ESTATE
APPRAISERS



C E A A

CAREER EXECUTIVE ASSIGNMENT

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.

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.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or (916) 322-1700.

www.dca.ca.gov

**POSITION: CEA A – CHIEF OF ENFORCEMENT
BUREAU OF REAL ESTATE APPRAISERS**

LOCATION: SACRAMENTO

SALARY: \$6453 TO \$9277

FINAL FILING DATE: NOVEMBER 25, 2015

POSITION DESCRIPTION

Under the administrative direction of the Bureau Chief (Chief), Bureau of Real Estate Appraisers (BREA), the Chief of Enforcement (CEA) has an integral role in establishing and influencing policy for the Enforcement Division of the BREA. The CEA serves as a principal advisor to the Chief on enforcement related consumer protection activities of BREA. The CEA has direct management and oversight of BREA's Enforcement Division and formulates and implements policies to ensure compliance with federal guidelines set forth by the Appraisal Subcommittees (ASC) for the purpose of regulating licensed real estate appraiser and registered Appraisal Management Company (AMC) activity in the State of California.

The CEA independently and through subordinate staff plans, directs and coordinates the operations of BREA's Enforcement Division which includes interpreting, formulating, recommending, and implementing policies and regulations to assure efficient and effective daily operations, the delivery of enforcement related services, compliance with statutes, and provides executive leadership and guidance to the Executive Management Team and staff in the administration of the Enforcement Division activities.

MINIMUM QUALIFICATIONS

All applicants must possess the knowledge and abilities, and any other requirements described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

In addition to the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

KNOWLEDGE AND ABILITIES

- (1) **Knowledge of** the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.
- (2) **Ability to** plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

LICENSING REQUIREMENTS

Must possess (in good standing) a residential or general certificate issued by the BREA.

DESIRABLE QUALIFICATIONS

- **State Enforcement** - Demonstrated experience enforcing federal appraisal standards and statewide appraisal law against licensees and registered appraisal management companies, including experience working with a Board, Bureau, or similar governing body relating to policy influence, program development and strategic efficacy utilizing the knowledge of the State's budget and legislative process.
- **Real Estate Industry** - At least 10 years with a certified appraiser's license, **and** at least 7 years managing a state Real Estate program. Extensive knowledge of the Uniform Standards of Professional Appraisal Practices, the Real Estate Appraisers' Licensing and Certification Law and related regulations, to include policy development and influence, settlement of cases, rules, regulation, legislation and industry trends that impact the appraisal industry.
- **Leadership** - Demonstrated ability to embrace a leader's role and continuously model the behaviors, traits, values and characteristics of a successful leader, which includes: integrity, accountability and ethical behavior; understand and promote the vision and bureau mission; set and attain the goals of the Bureau Chief; construct a clear sense of purpose; manage change; be creative and innovative; and plan strategically.
- **Decision-Making** - Demonstrated ability to make informed decisions via objective data, research and analysis, and input from team members and key stakeholders; understand good government; and make difficult decisions with understanding of consequences of actions.
- **Program Analysis Skills** -- Experience in analyzing complex administrative issues or problems and developing policies, procedures, or specific solutions; have experience and capability to understand complex program data using statistical sampling metrology and trend analysis.
- **Communication Skills** -- Possess excellent oral and written communication skills demonstrating the ability to be a leader and motivator, use tact and influence in achieving results; demonstrated ability to deal with a variety of public and private persons and groups in matters of significant program sensitivity. The ability to effectively interact with Executive Management, department administrators, legislative committees, the public, the Attorney General's Office, the Office of Administrative Hearings and other state agencies.

FILING INFORMATION

All interested applicants must submit:

- A standard original State application (Form 678) with official or civil service titles and complete to and from dates of experience. (Incomplete applications may be rejected.) **and**
- A Statement of Qualifications. The Statement of Qualifications is to include a discussion of the candidate's education and experience that would qualify him/her for this position, with emphasis on the factors listed in the desirable qualifications and screening criteria noted on this bulletin. The Statement of Qualifications should be no more than three pages in length, Arial, and 12 pt. font.

Note: Resumes are optional and **do not take the place** of the Statement of Qualifications.

EXAMINATION INFORMATION

The examination process will consist of an application and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" and Screening Criteria outlined in this bulletin, and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications should be organized in the order of the Desirable Qualifications. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.

All applicants will be notified of the results. It is anticipated the results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

SCREENING CRITERIA

The Statement of Qualifications must indicate your total years of experience (and official or civil service classification – not your working title) performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the evaluation are:

- **Licensing Requirement**
 - Possession of a Certified Appraisers License.
- **Communication/Presentations/Contacts -**
 - Depth and breadth of experience working with external stakeholders (e.g., industry, education institutions, law enforcement, other local, state or federal agencies).
 - List the level, extent, and nature of those contacts.
 - Depth and breadth of experience: making presentations; representing and speaking for an organization; presenting to executives, legislative members and staff, State and Federal Law Enforcement agencies, general public, and industry groups.
- **Managerial Experience –**
 - Depth and breadth of managerial experience.
 - Years and type of experience planning, developing and managing a complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
 - Years and breadth of experience directing an enforcement or regulatory program.
- **Administrative –**
 - Depth and breadth of experience performing or knowledge of budgeting and legislative process.
 - Depth and breadth of experience with strategic planning, analyzing complex program issues and developing and implementing policies, procedures, specific solutions and measuring accountability.

Submit/Mail the State application and Statement of Qualifications to:

Department of Consumer Affairs
Selection Services Unit, Attn: D. Vandre
1625 N. Market Blvd, Suite N-321
Sacramento, CA 95834

Applications (Std. 678) and Statements of Qualifications **must be postmarked** or hand delivered by 5:00pm, November 25, 2015. Do not submit application packages to the California Department of Human Resources. Applications must have an original signature; therefore, faxed or emailed application packages will not be accepted.

Questions regarding this examination may be directed to: Diana Vandre at (916) 574-8351 or email: diana.vandre@dca.ca.gov.