



# **Senior Real Estate Officer (Supervisory)**

**Exam Code: 0PBEV**

**Department:** Department of General Services

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

## **CLASSIFICATION DETAILS**

**Senior Real Estate Officer (Supervisory)** – \$7,204.00 - \$8,950.00 per month

[View the Senior Real Estate Officer \(Supervisory\) classification specification](#)

## **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

### **Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **Senior Real Estate Officer (Supervisory)**

#### **Either 1**

One year of experience in the California state service performing the duties of a Staff Real Estate Officer (persons with six months of Staff Real Estate Officer qualifying

experience may compete in the examination; however, the required experience must be completed before they can be considered eligible for appointment.

## **Or 2**

Two years of experience performing the duties of a class comparable in level of responsibility to an Associate Real Estate Officer (persons with 18 months of Associate level qualifying experience may compete in the examination; however, the required experience must be completed before they can be considered eligible for appointment).

## **Or 3**

**Experience:** Five years of technical experience in one or a combination of the following: (1) appraisal or acquisition work involving market value as applied to transfer and sale of real property; (2) commercial leasing; (3) leased facilities program development; (4) asset enhancement of commercial rental properties; (5) portfolio management; (6) facility planning; or (7) asset enhancement of real property; at least one year of which must have been in a supervisory capacity [experience in real estate sales or transfers will not be considered equivalent to the appraisal or acquisition work referred to in (1) above]. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a Staff Real Estate Officer, or at least two years performing the duties of a class comparable in level of responsibility to an Associate Real Estate Officer.) **and**

**Education:** Equivalent to graduation from college with major work in Business Administration, Real Estate, Marketing, Urban Development, Economics, or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **POSITION DESCRIPTION**

### **Senior Real Estate Officer (Supervisory)**

This is the first full supervisory level. Under general direction, incumbents plan, organize, and direct the work of a moderate size staff of three to nine Real Estate Officers, Associate Real Estate Officers, and/or Staff Real Estate Officers engaged in one or more of the following program areas: appraisal, acquisition, sale, and asset enhancement of real property, negotiation for and management of leased commercial space with the authority to commit funds up to \$25K per month, regional portfolio management, facility planning, and development and management of real property EDP systems.

In addition to their supervisory duties, incumbents may also be assigned occasionally to independently perform highly specialized and sensitive appraisal, appraisal review, leasing negotiation, and asset management work in connection with a statewide program of acquisition and development of real property. Such projects would involve setting statewide standards and direction for client State agencies on appraisals; identifying, evaluating, and managing all aspects of real estate development projects; and initiating and managing contracts for consultants and specialized services related to real property acquisition and development.

## EXAMINATION SCOPE

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge of:**

1. Factors involved in appraising property
2. Principles, methods, and techniques used in the acquisition or disposition of real property and in negotiating commercial leases
3. Legal procedures and documents involved in real property transactions
4. Real property law concerned with acquisition, eminent domain, leasing, and sale of real property
5. Rural and urban property values and the effect of economic trends upon value, price, and construction cost of improvements
6. Portfolio management
7. Due diligence
8. Negotiation for and asset enhancement of leased commercial space
9. Facility planning
10. Asset enhancement of real property
11. Common methods of legally describing real property
12. Principles, practices, and trends of public and business administration, including management analysis, planning, and program evaluation
13. Formal and informal aspects of the legislative process, budget process, and the administration and Department's goals and policies
14. Principles and practices of real estate asset management such as real estate acquisition, development, leasing, sales, planning (long-range and tactical), including the concept of real estate evaluation and building operational costs, cost/benefit analysis and economics
15. Factors and considerations in appraising real property and real property rights
16. Development and asset enhancement of real property EDP systems
17. Legal descriptions, procedures, and documents involved in real property transactions
18. Principles, methods, and techniques used in the acquisition, disposition, or leasing of real property
19. Financial analysis principles and concepts as it relates to real estate asset management such as real estate acquisition, development, leasing, sales, and planning
20. Rural and urban property values and their effect on economic trends upon value, price, and construction cost of improvements

21. Computer software (i.e., databases, spreadsheets, project management software, Outlook, etc.)
22. Negotiation techniques and strategies
23. Project management concepts and principles
24. Leadership skills, techniques, and methods
25. Principles, practices, and techniques of program management to direct and oversee real estate programs
26. Supervisory principles, practices, and techniques to plan, oversee, and direct the work activities of subordinate employees
27. Training methods and techniques used to provide training to staff
28. Appropriate corrective actions and progressive disciplinary techniques
29. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment

**Ability to:**

1. Understand and apply the laws, policies, rules, and regulations relating to the appraisal, acquisition, and leasing of real property for public use purposes
2. Negotiate effectively
3. Appraise real property accurately
4. Read and interpret maps, plans, and data relating to property locations
5. Write clear and concise reports
6. Analyze situations and data accurately and adopt an effective course of action
7. Establish and maintain cooperative relations with those contacted in the course of the work
8. Communicate effectively
9. Effectively lead and direct the work of other Real Estate Officers
10. Interpret and apply laws, rules, regulations, and policies as related to real estate asset management such as real estate acquisition, appraisal, development, leasing, sales, and planning
11. Analyze situations accurately, make recommendations, and/or take effective action as it relates to real estate asset management such as real estate acquisition, appraisal, development, leasing, sales, and planning
12. Establish and maintain cooperative relations with departmental employees, personnel from other State agencies, staff from Federal and/or local agencies, stakeholders, vendors, consultants, and/or the public regarding technical and program matters
13. Effectively negotiate and apply methods, techniques, and strategies used in the negotiation of leases, acquisition, disposition, and management of real property
14. Interpret complex data used to legally describe real property
15. Perform accurate financial analysis and evaluation as it applies to real estate appraisal, management, acquisition, development, leasing, and sales
16. Prepare technical reports, documents, memoranda, and materials relating to a variety of real property transactions
17. Take action and/or make commitments in a variety of situations
18. Coordinate several competing projects or activities

19. Operate computer software (i.e., databases, spreadsheets, project management software, Outlook, etc.)
20. Represent the department and the division and make effective public presentations to large audiences
21. Perform and understand mathematical functions and processes sufficient to analyze real estate value, finance and economic trends, and specific real estate deal points for acquisition, sale, or leasing of real property
22. Work effectively in a matrix team environment
23. Interpret and apply State and/or Departmental policies and regulations as they relate to personnel management practices
24. Give clear, accurate instructions and directions related to work assignments and performance expectations to staff
25. Plan for efficient use of personnel and resources
26. Monitor work of subordinate employees
27. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Senior Real Estate Officer (Supervisory)** classification will be established for:

### Department of General Services

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **forty-eight (48) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

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

## EXAMINATION INFORMATION

[Preview of the Senior Real Estate Officer \(Supervisory\) Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## **TAKING THE EXAMINATION**

[Take the Senior Real Estate Officer \(Supervisory\) examination](#)

## **TESTING DEPARTMENTS**

Department of General Services

## **CONTACT INFORMATION**

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Department of General Services  
707 3<sup>rd</sup> Street  
West Sacramento, CA 95605  
Phone: 916-376-5443

If you have any ***technical*** questions concerning this examination bulletin, please contact:

California Department of Human Resources  
Attn: Examination Services  
1515 S Street  
Sacramento, CA 95811  
Phone: 1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## **EQUAL OPPORTUNITY EMPLOYER**

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.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) servicewide promotional, 5) departmental open, 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.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.