

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 25870	DGS OFFICE or CLIENT AGENCY Real Estate Services Division	
UNIT NAME Acquisition Unit	REPORTING LOCATION 707 3rd Street, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday-Friday 8:00am to 4:30pm	POSITION NUMBER 719-505-9602-021	CBID R01
CLASS TITLE Senior Real Estate Officer (Specialist)	WORKING TITLE	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the general direction of the Assistant Chief of the Real Property Services Section, the Senior Real Estate Officer (Specialist) in the Acquisition Unit performs the following highly specialized duties on the most difficult, complex and/or sensitive projects: independent analysis, completes or reviews appraisals, reviews acquisitions and sales packages, completes due diligence reports, facilitates transactions, licenses, permits, and leases of real property in accordance with the Real Estate Services Section Policy and Procedures Manual, State Administrative Manual, and various state and federal codes and regulations as guidelines in order to provide the services requested by external and internal customers such as those from the Department of Finance, client agencies, local agencies, private sector, and special legislation.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
20%	Acquisition Negotiates acquisition contracts by analyzing market trends, rates, comparable transactions, due diligence studies, and evaluating alternatives, developing acquisition joint ventures with the private sector and local government, independently meeting with high-level state officials representing the department on real estate policies and procedures related to specific projects, coordinating with prospective sellers and their professional staff, and representing the State of California at public meetings, assures that the scope, schedule, and budget of projects are met, and maintaining liaison with the client agency in order to acquire state real property and to ensure project execution and completion.
20%	Acquisition Review Prepares or reviews complete acquisition packages on the most difficult and complex requests for proposed site submittals by analyzing the deeds, contracts, summaries, etc., arranging for the appraisal of the site and for review of the appraisal to ensure the appraisal is sufficient to move the project to site selection, resolving zoning problems, working with property owners and local

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	government agencies, ensuring all necessary advertisements for property to be used for state facilities are placed appropriately, analyzing actual proposals and recommending site selection, preparing or reviewing market study, analyzing local economic conditions to determine probable purchase price, and appearing at the State Public Works Board meeting to explain the acquisition process and support or justify the site selection recommendation in order that the state acquires property under appropriate terms and conditions and the project meets all applicable law, rules and regulations, client agency goals, and the Department of Finance (DOF) requirements.
20%	Sales, Leases, Licenses and Permits Resolves the most difficult and complex sales, leasing, licensing and permitting issues and activities unique to the property by meeting with high level state and local agency representatives, negotiating and coordinating with the prospective purchaser and their professional staff, representing the state in city council and board of supervisors meetings, developing joint ventures with the private sector and local government, and maintains liaison with the client agency in order to accomplish the sale, exchange, transfer, lease, licensing or permitting of the property, to ensure project execution and completion.
20%	Transaction Review Analyzes the most difficult and complex acquisitions, sales, exchanges, leasing packages by reviewing the contracts, title reports, environmental documents, hazardous materials studies, appraisals, and appraisal reviews, recommends to management whether to approve, require changes, or outright reject the transaction, provides status and communicates any issues of interest to the agency, and works with the agency to adjust the transactions to acceptable standards in order to approve other state agencies real property transactions to ensure project in adherence to all state and legal requirements.
10%	Develops creative and complex language with the assistance of legal counsel by applying real estate expertise, various code, statute, and regulation references and by interpreting various manuals such as the Real Estate Policy and Procedure Manual and the State Administrative Manual for use in documents such as sales and purchase agreements or Memos of Understanding (MOUs) between state agencies in order to accomplish the goals of DGS, the customer agency, the purchaser or property owner, and the local jurisdiction to ensure adherence to all legal requirements.
5%	Recommends changes to statewide real property policies, procedures and law as they pertain to acquisitions, sale, or leasing of state owned real property to Real Estate Services Division (RESD) management by performing expert analysis of financial mechanisms, customer interface, and market/economic forecasts in order to streamline and improve processes and business practices to ensure Real Property Services Section (RPSS) stays current with industry standards.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Keeps projects on task by attending management and project meetings to ensure customers and management are kept informed and provided good customer service; makes recommendations to management and control agencies by conducting research regarding the acquisition of state owned real property in order to provide options which meet the project criteria and positive project outcomes in adherence to various governmental codes and regulations and other requirements; acts as a mentor to lower level REOs providing leadership and support to guide their work on major projects and improvements to the efficiency of the unit.

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WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Daily use of personal computer with related applicable software at a work station.
- Work extended hours as needed. Drive to remote locations and travel throughout the State by vehicle or airplane.
- Visit work sites in all weather conditions including rain, heat, or cold.
- Read and interpret maps, title reports, technical real estate related data, contracts, policies, and procedures.
- This position is Hybrid and eligible for telework up to "three (3)" days a week, in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED