



Managing Deputy Commissioner II

Exam Code: 1R1AA

Department: Department of Real Estate

Exam Type: Departmental Promotional

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Managing Deputy Commissioner II – \$7,417.00 - \$9,221.00 per month

View the [Managing Deputy Commissioner II](#) Classification Specification

CUT-OFF DATES

March 29th June 30TH September 30TH December 31ST

Note: This examination is administered on a quarterly basis (every three months). Applications must be received by the cut-off date. Applications received after the cut-off dates listed in this bulletin will be processed by the next cut-off date. Results will be mailed approximately six weeks following each cut-off date.

APPLICATION INSTRUCTIONS

Applications will be accepted on a continuous basis. (See the Cut-Off Dates Above)

Who May Apply:

This is a Departmental Promotional examination for the Department of Real Estate.

1. Applicants must have a permanent civil service appointment with the Department of Real Estate as of the cut-off date in order to take this examination; or
2. Meet the provisions of California Code of Regulations, title 2, sections 234, 235 or 235.2; or
3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code 18992; or

5. Must be a person retired from the United State military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. Candidates filing under Government Code Section 18991 need to submit a legible copy of the DD214 along with the completed Veterans' Preference application form (CalHR 1093) to California Department of Human Resource.

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:

Applicants must submit a [State Examination Application \(STD. 678\)](#), and copies of unofficial transcripts, if applicable, and the [Training & Experience Examination](#) to the mailing address below.

Applications may be delivered in person, by email, or by mail. Incomplete applications will not be accepted. Applications must include: "to" and "from" dates (month/day/year), hours worked, civil service class title(s), for all work experience.

Resumes will not be accepted in lieu of a State Examination Application (Std. 678). Applications postmarked, personally delivered, or received via e-mail after the cutoff date will be held and processed in the next examination administration. (Please see "Cut-Off Dates Section)

FILE BY MAIL	FILE IN PERSON	ELECTRONICALLY BY EMAIL
Department of Real Estate 1651 Exposition Blvd. Sacramento, CA 95815	Department of Real Estate 1651 Exposition Blvd. Sacramento, CA 95815 Monday-Friday 8:00 AM – 5:00 PM	HumanResources@dre.ca.gov

It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered postmark dates for the purpose of determining timely filing of an application.

Applications may be personally delivered between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (except State holidays), to the Department of Real Estate, Human Resources Office.

For e-mail submission, documents must be attached as a PDF file, no other format will be accepted. PDF file must be attached with your e-mail, no outside hosting service or web links will be accepted. Due to system limitations, do not submit applications or exam documents through a CalCareer account. Electronically submit your application no later than 11:59 pm. Pacific Time on the specified cut-off date.

Indicate the Examination Code and Classification(s) on your [State Examination Application \(STD. 678\)](#).

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, mark “yes” on Question #10 on the State Application (STD. 678) to indicate that you need reasonable accommodation. The DRE Human Resources Office will contact you to make the necessary testing arrangements.

If you are unable to submit your application or complete the test due to a disability, please contact the DRE Human Resources Office 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.

Either I

One year of experience in the California state service performing the duties of a Managing Deputy Commissioner I or Deputy Commissioner III, Department of Real Estate.

Or II

Eighteen months of experience in the California state service performing the duties of a Deputy Commissioner II, Department of Real Estate.

Or III

Experience: Four years of increasingly responsible experience, at least one year of which must be in a supervisory capacity, in one of the following:

1. Sale or exchange of farm, residential and business properties. or
2. Negotiating for real estate loans in a bank, realty office, or savings and loan (requires extensive dealing with the public). or
3. Independent field investigative experience in civil or criminal law enforcement with a private or governmental agency. or
4. Performing the duties of an Escrow Officer in a bank, realty office, savings and loan, escrow or title company. **And**

Education: Equivalent to graduation from college or equivalent degree (certificate) (diploma) approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 with any major but preferably with specialization in real estate, law, finance, criminal justice, or public or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years; however, in all cases, a minimum of two years of college is required.)

POSITION DESCRIPTION

Under direction of the Managing Deputy Commissioner (MDC) III ,the MDC II is responsible for planning, organizing, and directing the operations of one of the units of the Northern/Southern Region Subdivisions Section and as such, will supervise and develop staff, evaluate their work, and monitor processes and procedures. The incumbent is responsible for employee hiring, training, developing, evaluating, and discipline. Additionally, the incumbent will set goals,

manage resources to meet goals, and report the results to management. The incumbent reports directly to and receives the majority of assignments from the MDC III; however, direction and assignments may come from the Assistant Commissioner, Subdivisions.

EXAMINATION SCOPE

This examination consists of the following components:

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. Provisions of the California Real Estate Law, the law governing subdivided land, the Subdivision Map Act, related legal opinions and court decisions;
2. Department of Real Estate programs, policies, rules, regulations and procedures;
3. Rules of evidence and court procedure;
4. Methods, practices, and procedures controlling the subdivision of lands and the sale, purchase, exchange, or lease of real property;
5. Investigative methods, California laws related to evidence, criminal and administrative procedures;
6. Laws, rules, regulations and policies governing the issuance of Real Estate licenses;
7. Principles of personnel supervision, development, training and management;
8. The administration and departmental goals and policies;
9. Department's Affirmative Action Program objectives;
10. A manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to:

1. Interpret and apply provisions of the California Real Estate Law and the laws governing subdivided lands, related legal opinions and court decisions, and departmental policies, rules, and regulations;
2. Plan, organize, and direct the work of subordinates;
3. Gather and analyze data and present ideas and information effectively and edit written reports;
4. Establish and maintain project priorities;
5. Gain and maintain the confidence and cooperation of others;
6. Effectively contribute to the Department's affirmative action objectives.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list for the Managing Deputy Commissioner II classification will be established for the Department of Real Estate.

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

EXAMINATION INFORMATION

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

The examination will consist solely of a **Training and Experience Evaluation**. A final score of 70% must be attained to be placed on the eligible list.

The examination is designed to elicit specific information regarding each candidate's training and experience relative to the classification. Responses to the examination will

be assessed based on pre-determined rating criteria. Applications will be reviewed by the Classification and Recruitment Unit to determine if the applicant meets the minimum qualifications. All applicants who meet the minimum qualifications will have their completed Training and Experience Assessment rated.

After the examination is completed, applicants will receive notice of their results sent electronically or mailed to their mailing address.

[Preview of the 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.

TAKING THE EXAMINATION

[Take the Managing Deputy Commissioner II examination](#)

CONTACT INFORMATION

California Department of Real Estate
Attn: Human Resources
1651 Exposition Blvd.
Sacramento, CA 95815
Phone: (916) 576-7980
Email: humanresources@dre.ca.gov

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

From TDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922

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 workplace. 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

The [State Examination 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 Real Estate 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) service-wide 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.

Criminal Record Clearance Information: Some positions within various divisions of the California Department of Real Estate are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Veterans' Preference will not be granted for this examination.

Career Credits will not be granted for this examination.

TRAINING AND EXPERIENCE EXAMINATION

Managing Deputy Commissioner II

GENERAL INSTRUCTIONS

The Training and Experience is the examination and will account for 100% of your score. The examination will consist solely of a **Training and Experience Examination**. A final score of 70% must be attained to be placed on the eligible list. It is important that you fill out the Training and Experience completely. **Questions without a response will not be scored.** The examination is designed to elicit specific information regarding each candidate's training and experience relative to the classification. Responses to the examination will be assessed based on pre-determined rating criteria.

In order to apply for this examination, you must submit an examination application package. Missing information may delay the processing of your examination.

The following documents must be included in your examination application package for the Managing Deputy Commissioner II examination:

- State Examination Application (STD. 678)
- Affirmation Statement
- Training and Experience Examination
- Conditions of Employment
- Official school transcripts (if applicable to meeting minimum qualifications): *Candidates unable to obtain official transcripts before the final filing date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.*

PLEASE SUBMIT YOUR COMPLETED EXAMINATION APPLICATION PACKAGE TO:

FILE BY MAIL

Department of Real
Estate
1651 Exposition Blvd.
Sacramento, CA 95815

FILE IN PERSON

Department of Real
Estate
1651 Exposition Blvd.
Sacramento, CA 95815
Monday-Friday
8:00 AM – 5:00 PM

ELECTRONICALLY BY EMAIL

HumanResources@dre.ca.gov

Upon receipt of your completed examination application package, documents become confidential information and are the property of the Department of Real Estate, Human Resources. Please notify this office if you have a change of address.

DEPARTMENT OF REAL ESTATE

**TRAINING AND EXPERIENCE EXAMINATION
Managing Deputy Commissioner II**

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

- (a) The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:
- (1) Lacks any of the requirements for the examination or position for which he or she applied.
 - (2) Has been dismissed from any position for any cause that would be a cause for dismissal from state service.
 - (3) Has resigned from any position not in good standing in order to avoid dismissal.
 - (4) Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.
 - (5) Has been found to be unsuited or not qualified for employment pursuant to rule.
- (b) The remedies provided in this section are not exclusive and shall not prevent the board, department, or appointing power from taking additional actions pursuant to Chapter 10(commencing with Section 19680).

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

Name (Printed): _____

Home Phone Number: _____

Work Phone Number: _____

Signature: _____ Date: _____

INSTRUCTIONS

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The **Managing Deputy Commissioner II** examination consists of completing a Training and Experience Evaluation and submitting an STD. 678. The Training and Experience Evaluation is used to evaluate your training and experience as it applies to the Managing Deputy Commissioner II classification. The eligible list resulting from this examination process will be used by **the Department of Real Estate to fill their existing positions. This examination is being given on a Departmental Promotional, continuous basis.**

This Training and Experience Examination will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully.

An STD.678 is required to be submitted along with the Training and Experience Examination. The STD.678 must be in a PDF format, if submitting electronically. Click [here](#) for the link to the (STD.678) form if you do not already have one available to submit.

Examinations are processed on a continuous quarterly basis. The final filing date(s) are indicated on the examination bulletin. Submissions will be accepted until 11:59 pm, Pacific Standard Time (PST) on the final filing date(s). The Training and Experience Examination and STD.678 must both be completed and submitted by the time and date mentioned above to be processed. Training and Experience Examination and STD. 678 must be submitted prior to the final filing date(s) indicated on the examination bulletin or your examination will not be considered until the next administration.

Candidates will be notified of their scores approximately 6-8 weeks after the end of each final filing date.

Please contact the DRE Human Resources if you have questions regarding this Training and Experience Examination at: (916) 576-7890 or by sending an email to HumanResources@dre.ca.gov

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided on this Examination, you may be disqualified from this process, removed from the certification list(s), suffer a loss of State employment, and/or suffer a loss of the right to compete in any future State of California hiring processes. **You are solely responsible for the accuracy of the responses provided.**

This warning has been provided to protect your rights as a candidate as well as the rights of the department. Be advised that you are expected to answer truthfully and accurately.

**TRAINING AND EXPERIENCE EXAMINATION
Managing Deputy Commissioner II**

SECTION I - MINIMUM QUALIFICATIONS

Items in this section request information about your minimum qualifications and will be used to determine appointment eligibility. Please answer the following questions by placing an "X" in the appropriate box related to your education and/or experience.

Pattern I – Experience Requirement	Yes	No
1. <u>Experience</u> : One year of experience in the California state service performing the duties of a Managing Deputy Commissioner I or Deputy Commissioner III, Department of Real Estate.	<input type="checkbox"/>	<input type="checkbox"/>
Pattern II – Experience Requirement	Yes	No
2. <u>Experience</u> : Eighteen months of experience in the California state service performing the duties of a Deputy Commissioner II, Department of Real Estate.	<input type="checkbox"/>	<input type="checkbox"/>
Pattern III - Experience <u>And</u> Education Requirement	Yes	No
<p>3. <u>Experience</u>: Four years of increasingly responsible experience, at least one year of which must be in a supervisory capacity, in one of the following:</p> <p>1. Sale or exchange of farm, residential and business properties. or</p> <p>2. Negotiating for real estate loans in a bank, realty office, or savings and loan (requires extensive dealing with the public). or</p> <p>3. Independent field investigative experience in civil or criminal law enforcement with a private or governmental agency. or</p> <p>4. Performing the duties of an Escrow Officer in a bank, realty office, savings and loan, escrow, or title company.</p> <p>And</p> <p><u>Education</u>: Equivalent to graduation from college or equivalent degree (certificate) (diploma) approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 with any major but preferably with specialization in real estate, law, finance, criminal justice, or public or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years; however, in all cases, a minimum of two years of college is required.)</p>	<input type="checkbox"/>	<input type="checkbox"/>

**TRAINING AND EXPERIENCE EXAMINATION
Managing Deputy Commissioner II**

SECTION II – SPECIALIZED EXPERIENCE

Items in the following sections will be scored and used to determine your final rating. Please indicate your years of experience in the following areas by placing an "X" in the corresponding column.

Areas of Experience	Years of Experience		
	1+ Years	2-4 Years	5+ Years
1. Ability to plan, organize, and direct the work of subordinates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Knowledge of supervisor's role in promoting equal opportunity in hiring, employee development, and promotion, and maintaining a work environment that is free of discrimination and harassment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ability to interpret and apply provisions of the California laws, regulations, related legal opinions and court decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ability to gather/analyze data and edit written reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ability to verbally present information/reports to supervisors, peers and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Ability to write and edit reports for public viewing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ability to independently utilize various office machines including personal computer and database software tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Knowledge of principles and practices of personnel management, supervision, employee development and training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Knowledge of methods, practices, and procedures controlling the Subdivision of land and the sale, purchase, exchange or lease of real property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Knowledge of Real Estate transactions, documents and terminology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Knowledge of investigative methods, and California laws related to evidence, criminal, civil and administrative procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TRAINING AND EXPERIENCE EXAMINATION
Managing Deputy Commissioner II**

SECTION III – SPECIALIZED EXPERIENCE

Items in the following sections will be scored and used to determine your final rating. Please indicate your years of experience in the following areas by placing an "X" in the corresponding column.

Areas of Experience	Years of Experience		
	1+ Years	2-4 Years	5+ Years
1. Supervise, direct or assist staff to provide consumer protection and best customer service practices in accordance with statutes, regulations or polices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Supervise, direct or review the activities of the staff involved in the analysis of documents to ensure compliance with statutes, regulations or policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Independently interpret, review, and apply laws, rules, and regulations and incorporate policy changes through operational directives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Provide guidance to staff utilizing knowledge of departmental procedures to prepare reports, public records requests and/or other legal documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare and maintain confidential documents in accordance with statutes, regulation and policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Consult with staff, members of industry or consumers regarding statutes, regulations, or policies to resolve problems, provide information, monitor compliance and ensure consumer protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Write and edit detailed reports, letters and referrals for administrative action or case analyses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONDITIONS OF EMPLOYMENT

If you are successful in this examination(s), your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

LOCATION(S) YOU ARE WILLING TO WORK

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL ONLY BE ELIGIBLE FOR EMPLOYMENT IN LOCATIONS THAT YOU MARK.

- | | |
|---|--|
| <input type="checkbox"/> Los Angeles County (1900) | <input type="checkbox"/> Sacramento County (3400) |
| <input type="checkbox"/> Anywhere In The State | |
-

TYPE OF APPOINTMENT YOU WILL ACCEPT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

- | | |
|--|---|
| <input type="checkbox"/> Permanent Full-Time (D) | <input type="checkbox"/> Limited-Term Full-Time (K) |
| <input type="checkbox"/> Permanent Part-Time (V) | <input type="checkbox"/> Limited-Term Part-Time (W) |
| <input type="checkbox"/> Permanent Intermittent (T) | <input type="checkbox"/> Limited-Term Intermittent (X) |
-

Some positions within various divisions of the DRE are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**THIS CONCLUDES THE ASSESSMENT FOR THE
Managing Deputy Commissioner II EXAMINATION**