



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Systems Software Specialist II – (Supervisory)
Sacramento
Permanent — Full-time

The Bureau of Real Estate has an opening for a Systems Software Specialist II (Supervisory) in its ITS section. The office is located at 1651 Exposition Blvd., Sacramento, 95815. This position is permanent, full-time.

Duties of the position include:

- Supervise a team of technical specialists supporting all hardware and software components of the CalBRE's data center remote sites to assure all information technology processes and services are available to CalBRE's staff. This includes those staff responsible for implementing and supporting the Bureau's network, email system, user access, Citrix environment, virtual infrastructure, system security, user help desk, servicer and client administration, distributed file system management, software licensing and IT asset management, IT procurement, project report and cost management and other resources necessary to promote the functionality of IT systems statewide.
- Manage project assignments and the tasks associated with architecting and implementing IT solutions to further incorporate use of technology to enhance business processes, as well as oversight for the Bureau of Real Estate Appraisers (BRE) hosted services.
- Maintain effective day to day relationships with all levels of management and staff, as well as other agencies.
- Oversees the development of standards and criteria for the installation, operations and management of the most complex automated systems.

Required /Desirable qualifications:

- A solid understanding of personal computer hardware and utilizing Microsoft operating systems and all desktop software.
- Excellence in customer service.
- Ability to interact with individuals at all levels in a professional manner.
- Ability to manage time effectively
- Communicate effectively both orally and in writing.
- Experience mentoring technical staff.
- Experience as a lead, supervisor or manager of a technical team.
- Experience as a project manager.
- Basic understanding of network and/or data communications.

Salary: \$5956-7831

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. This position is 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- 038 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: February 3rd, 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. Applicants will be screened based on the Required / Desirable Qualifications show above and only those most qualified will be contacted for an interview.