

# Job Code Catalog: Real Estate

As of: 12/01/2016

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REM010	Mgr, Property Insurance	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	M

### Job Summary

Manages and is responsible for property insurance policies, procedures and standards. Manages property program specialists and contractors.

### Entry Qualifications

Master's degree in risk management, insurance or a related field from an accredited college or university AND Three years of risk management property insurance experience, One year of which was in a management/supervisory level.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REM011	Sr Mgr, Property Insurance	Front Line Mgr	Senior Manager	Professionals	SWD	N

### Job Summary

Directs and coordinates the property, assets, liabilities, and insurance programs of property management. Develops, interprets, reviews and revises property insurance policies, procedures and standards. Manages property program specialists and contractors.

### Entry Qualifications

Master's degree in risk management, insurance or a related field from an accredited college or university AND Five years of risk management property insurance experience, Three years of which was in a management/supervisory level.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REM012	Dir, Property Insurance	Mid Level Mgr	Director	Officials and Administrators	SWD	O

### Job Summary

Oversees the property, assets, liabilities and insurance programs of property management. Develops, interprets, reviews and revises property insurance policies, procedures and standards. Manages property program specialists and contractors.

### Entry Qualifications

Master's degree in risk management, insurance or a related field from an accredited college or university AND Seven years of risk management property insurance experience, Five years of which was in a management/supervisory level.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REM020	Mgr, Right of Way Svcs	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	M

### Job Summary

Manages and coordinates right of way program activities. Supervises and directs the work assignments of right of way staff. Directs subordinate supervisors and staff.

### Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND Four years of related experience, Two years of experience in a supervisory position OR Two years of experience at the lower level Right of Way Spec Spv 2 (REP024). Note: Some positions may require state certification as an appraiser.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REM021	Sr Mgr, Right of Way Svcs	Front Line Mgr	Senior Manager	Professionals	SWD	N

### Job Summary

Directs right of way program activities. Supervises a branch office and directs the work of assigned staff. Directs subordinate managers and staff.

### Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND Four years of related managerial experience OR Two years of experience at the lower level Mgr, Right of Way Svcs (REM020). Note: Some positions may require state certification as an appraiser.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REM022	Dir, Right of Way Svcs	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	SWD	P

### Job Summary

Oversees right of way program activities. Supervises through subordinate personnel all units of the right of way office. Provides leadership to subordinate managers and staff.

### Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND Two years of experience required at the lower level Sr Mgr, Right of Way Svcs (REM021) or position equivalent. Note: Some positions may require state certification as an appraiser.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REM030	Mgr, Housing	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	M

### Job Summary

Manages the daily responsibilities of office. Monitors budget revenues and expenses for the office. Supervises the execution of functions necessary for the administration of housing programs. Responsible for maintaining efficient work-in-process. Acts as direct supervisor of office support or field services staff while performing routine personnel duties for assigned staff. Ensures that proper program guidelines and procedures are followed.

### Entry Qualifications

Bachelor's degree from an accredited college or university AND Two years of related experience in a lead worker role OR Six years progressive experience in administration of a housing program or public assistance program.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REM031	Mgr 2, Housing	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	N

### Job Summary

Leads the daily responsibilities of the office. Develop and monitor budget revenues and expenses for the office. Supervise the execution of functions necessary for the administration of housing programs. Responsible for maintaining efficient work-in-process. Manages supervisors, office support, and/or field services staff while performing routine personnel duties for assigned staff. Ensures that proper program guidelines and procedures are followed.

### Entry Qualifications

Bachelor's degree from an accredited college or university AND Four years of experience as an Area Housing Administrator OR Eight years of experience involved with federal housing programs, social services, community housing, or a related field.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REM032	Sr Mgr, Housing	Front Line Mgr	Senior Manager	Professionals	SWD	O

### Job Summary

Directs the overall responsibilities of the office. Develops and monitors budget revenues and expenses for the office. Strategically plans the execution of functions necessary for the administration of housing programs. Responsible for maintaining efficient work-in-process. Provides leadership to managers of office support or field services staff. Ensures that proper program guidelines and procedures are followed.

### Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND Four years of related managerial experience OR Two years of experience required at the lower level Mgr 2, Housing (REM031) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REP010	Real Estate Appraiser 1	Professional	Professional	Professionals	SWD	I

### Job Summary

Under supervision, learns to review and/or appraise real estate property to determine its value for purchase, sales, investment, mortgage, or loan purposes.

### Entry Qualifications

Bachelor's degree in real estate or a related field from an accredited college or university.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REP011	Real Estate Appraiser 2	Professional	Professional	Professionals	SWD	J

### Job Summary

Under general supervision, reviews and/or appraises real estate property to determine its value for purchase, sales, investment, mortgage, or loan purposes.

### Entry Qualifications

Bachelor's degree in real estate or a related field from an accredited college or university AND One year of experience in inspection and appraisal practices or a directly related area. Note: Some positions may require a state certification as an appraiser. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REP012	Real Estate Appraiser 3	Professional	Professional	Professionals	SWD	K

### Job Summary

Under broad supervision, reviews and/or appraises real estate property to determine its value for purchase, sales, investment, mortgage, or loan purposes. Assists in the supervision of lower level appraisers. May serve in a lead role.

### Entry Qualifications

Bachelor's degree in real estate or a related field from an accredited college or university AND Three years of experience in inspection and appraisal practices or a directly related area. Note: Some positions may require a state certification as an appraiser. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REP013	Real Estate Appraiser Spv	Supervisor	Supervisor	Professionals	SWD	L

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the appraisal of real estate property to determine its value for purchase, sales, investment, mortgage, or loan purposes.

### Entry Qualifications

Bachelor's degree in real estate or a related field from an accredited college or university AND Five years of experience in inspection and appraisal practices or a directly related area OR Two years of experience at the lower level Real Estate Appraiser 3 (REP012) or position equivalent. Note: Some positions may require a state certification as an appraiser. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REPO20	Right of Way Spec 1	Professional	Professional	Professionals	SWD	H

### Job Summary

Under supervision, provides real estate services for the settlement and acquisition of property for right of way.

### Entry Qualifications

Bachelor's degree in a related area from an accredited college or university OR One year of related experience performing related real estate services.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REPO21	Right of Way Spec 2	Professional	Professional	Professionals	SWD	I

### Job Summary

Under general supervision, provides real estate services for the settlement and acquisition of property for right of way. Prepares right of way cost estimates and assists with appraisals.

### Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND One year of related experience OR State Registered Real Property Appraiser or State Certified Residential Real Property Appraiser AND One year of related experience OR One year of experience at the lower level Right of Way Spec 1 (REPO20) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REPO22	Right of Way Spec 3	Professional	Professional	Professionals	SWD	J

### Job Summary

Under broad supervision, responsible for providing real estate services for the settlement, acquisition, or condemnation of property for right of way. Negotiates and closes complex property settlements and appraisals.

### Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND Two years of related experience OR State Registered Real Property Appraiser or State Certified Residential Real Property Appraiser AND Two years of related experience OR One year of experience at the lower level Right of Way Spec 2 (REPO21) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REPO23	Right of Way Spec Spv 1	Supervisor	Supervisor	Professionals	SWD	K

### Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises a team of right of way specialists and/or manages consultants in the acquisition of real property for right of way. Performs functions necessary to initiate and complete projects. Approves and justifies counter offer options. Makes a final administrative appeal contact on parcels for which the negotiator has not obtained an option. Attends meetings and interviews job applicants. Complies, approves, and submits status reports, certification reports, payrolls, leave requests and miscellaneous reports. May also serve in a lead role.

### Entry Qualifications

Bachelor's degree in a related area from an accredited college or university in a related area AND Three years of related experience OR State Certified General Real Property Appraiser AND Three years of related experience OR One year of experience at the lower level Right of Way Spec 3 (REPO22) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REPO24	Right of Way Spec Spv 2	Supervisor	Supervisor	Professionals	SWD	L
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the provision of real estate services for the settlement, acquisition, or condemnation of property for right of way. Negotiates and closes complex property settlements and appraisals.			<b>Entry Qualifications</b> Bachelor's degree in a related area from an accredited college or university AND Four years of related experience OR State Certified General Real Property Appraiser AND Four years of related experience OR One year of experience at the lower level Right of Way Spec Spv 1 (REP023) or position equivalent.			

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REPO30	Housing Loan Spec 1	Professional	Professional	Professionals	SWD	H
<b>Job Summary</b> Under supervision, evaluates, authorizes, or recommends approval of loans. Advises borrowers on financial status and methods of payments.			<b>Entry Qualifications</b> Bachelor's degree in business administration, real estate, or a directly related field from an accredited college or university OR Four years of experience in real estate or directly related experience.			

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REPO31	Housing Loan Spec 2	Professional	Professional	Professionals	SWD	J
<b>Job Summary</b> Under general supervision, evaluates, authorizes, or recommends approval of loans. Advises borrowers on financial status and methods of payments.			<b>Entry Qualifications</b> Bachelor's degree in business administration, real estate, or a directly related field from an accredited college or university AND One year of directly related experience OR Five years of experience in real estate or directly related experience OR One year of experience at the lower level Housing Loan Spec 1 (REP030) or position equivalent.			

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REPO32	Housing Loan Spec 3	Professional	Professional	Professionals	SWD	L
<b>Job Summary</b> Under broad supervision, evaluates, authorizes, or recommends approval of loans. Advises borrowers on financial status and methods of payments.			<b>Entry Qualifications</b> Bachelor's degree in business administration, real estate, or a directly related field from an accredited college or university AND Two years of directly related experience OR Six years of experience in real estate or directly related experience OR One year of experience at the lower level Housing Loan Spec 2 (REP031) or position equivalent.			

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REPO33	Housing Loan Spec Spv	Supervisor	Supervisor	Professionals	SWD	M
<b>Job Summary</b> Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the evaluation, authorization, or recommendation approval of loans. Advises borrowers on financial status and methods of payments.			<b>Entry Qualifications</b> Bachelor's degree in business administration, real estate, or a directly related field from an accredited college or university AND Three years of directly related experience OR Seven years of experience in real estate or directly related experience OR One year of experience at the lower level Housing Loan Spec 3 (REP032) or position equivalent.			

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REP040	Property Mgt Spec 1	Professional	Professional	Professionals	SWD	I

**Job Summary**

Under supervision, plans, directs, or coordinates activities related to the management and rental of investment property and real estate management.

**Entry Qualifications**

Associate's degree in business or a related field from an accredited college or university OR High school diploma or GED AND One year of experience in commercial real estate, space management or space allocation.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REP041	Property Mgt Spec 2	Professional	Professional	Professionals	SWD	J

**Job Summary**

Under general supervision, plans, directs, or coordinates activities related to the management and rental of investment property and real estate management.

**Entry Qualifications**

Bachelor's degree in business or a related field from an accredited college or university OR Two years of experience in commercial real estate, space management or space allocation.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REP042	Property Mgt Spec 3	Professional	Professional	Professionals	SWD	K

**Job Summary**

Under broad supervision, plans, directs, or coordinates activities related to the management and rental of investment property and real estate management. May also serve as a lead worker.

**Entry Qualifications**

Bachelor's degree in business or a related field from an accredited college or university AND Three years of experience in the area of assignment OR Four years of experience in commercial real estate, space management, or space allocation OR Two years of experience at the lower level Property Mgt Spec 2 (REP041) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REP043	Property Mgt Spec Spv	Supervisor	Supervisor	Professionals	SWD	L

**Job Summary**

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises the planning, direction, or coordination of activities related to the management and rental of investment property and real estate management.

**Entry Qualifications**

Bachelor's degree in business or a related field from an accredited college or university AND Four years of experience in the area of assignment OR Six years of experience in commercial real estate, space management, or space allocation OR Two years of experience at the lower level Property Mgt Spec 3 (REP042) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REP060	Housing Processor 1	Professional	Professional	Professionals	SWD	G

## Job Summary

Under supervision, receives and addresses inquiries from the public, processes and accumulates documentation to substantiate housing eligibility. May involve evaluating initial inquiries, administering waiting lists, collecting completed applications for assistance, third party verification of income, citizenship status, family composition, preference status, and obtaining documentation. May processes documentation substantiating changes in family status, lease terms, subsidy payments, property ownership changes, and other issues.

## Entry Qualifications

Bachelor's degree from an accredited college or university OR Associate's degree from an accredited college or university AND One year of related experience OR Two years of related experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REP061	Housing Processor 2	Professional	Professional	Professionals	SWD	I

## Job Summary

Under general supervision, processes and accumulates documentation to substantiate housing eligibility. May involve evaluating initial inquiries, administering waiting lists, collecting completed applications for assistance, third party verification of income, citizenship status, family composition, preference status, and obtaining documentation. Processes documentation substantiating changes in family status, lease terms, subsidy payments, property ownership changes, and other issues. May start to learn about task involving field casework.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND Six months of related experience OR Three years of related experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REP062	Housing Counselor 1	Professional	Professional	Professionals	SWD	J

## Job Summary

Under broad supervision, performs tasks necessary to provide rental subsidies to qualified participants. Responsibilities include performing tenant family casework, inspecting housing units for compliance, conducting briefing/training sessions for participants and landlords, and completing documentation.

## Entry Qualifications

Master's degree in a social services field from an accredited college or university OR Bachelor's degree from an accredited college or university AND One year of related experience OR Associate's degree from an accredited college or university AND Three years of related experience OR Four years of related experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
REPO63	Housing Counselor 2	Professional	Professional	Professionals	SWD	L

### Job Summary

Under limited supervision, performs tasks necessary to provide rental subsidies to qualified participants. Responsibilities include performing tenant family casework, inspecting housing units for compliance, conducting briefing/training sessions for participants and landlords, and completing documentation. Position incumbents are considered to be the highest-level Subject Matter Experts within this job series and may also serve in a lead role.

### Entry Qualifications

Master's degree in a social services field from an accredited college or university AND One year of related experience OR Bachelor's degree from an accredited college or university AND Two years of related experience OR Associate's degree from an accredited college or university AND Four years of related experience OR Five years of related experience.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
RET010	Real Estate Tech 1	Technician	Technician/Uncertified	Technicians	SWD	G

### Job Summary

Under direct supervision, leans to plan or coordinate selling, buying, leasing, or governance activities of commercial or residential real estate properties.

### Entry Qualifications

Associate's degree in business or a related field from an accredited college or university OR High school diploma or GED AND One year of experience in commercial real estate, space management, or space allocation.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
RET011	Real Estate Tech 2	Technician	Technician/Uncertified	Technicians	SWD	H

### Job Summary

Under general supervision, plans or coordinates selling, buying, leasing, or governance activities of commercial or residential real estate properties.

### Entry Qualifications

Bachelor's degree in business administration, real estate or a closely related area from an accredited college or university OR High school diploma or GED AND Two years of experience in commercial real estate, space management, or space allocation.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
RET012	Real Estate Tech 3	Technician	Technician/Uncertified	Technicians	SWD	I

### Job Summary

Under broad supervision, responsible for the planning or coordination of selling, buying, leasing, or governance activities of commercial or residential real estate properties. May also serve as a lead worker.

### Entry Qualifications

Bachelor's degree in business administration, real estate or a closely related area from an accredited college or university AND One year of experience in commercial real estate OR High school diploma or GED AND Four years of experience in commercial real estate, space management, or space allocation OR Two years of experience at the lower level Real Estate Tech 2 (RET011) or position equivalent.

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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
RET013	Real Estate Tech Spv	Supervisor	Supervisor	Technicians	SWD	J

## Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the planning or coordination of selling, buying, leasing, or governance activities of commercial or residential real estate properties.

## Entry Qualifications

Bachelor's degree in business administration, real estate or a closely related area from an accredited college or university AND Three years of experience in commercial real estate OR High school diploma or GED AND Eight years of experience in commercial real estate, space management, or space allocation OR Two years of experience at the lower level Real Estate Tech 3 (RET012) or position equivalent.