



## Agenda Submittal

---

**Agenda #:** **Status:** Agenda Ready  
**Type:** CSC-Document **Department:** Civil Service Commission  
**File #:** CSC 19-0022 **Contact:** Marc Fox, 784-2552  
**Agenda date:** 10/9/2019 **Final action:**  
**Title:** Reinstate the classification of Real Estate Agent

**Governing body:** Civil Service Commission

**District:**

**Attachments:** 1. Attachment A - Proposed Real Estate Agent Class Specification

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

### **HUMAN RESOURCES' RECOMMENDATION:**

The Human Resource Department recommends that the Civil Service Commission approve reinstating and adjustments to minimum qualifications to the Real Estate Agent classification specifications.

### **SUMMARY:**

The County proposes reinstating the Real Estate Agent classification specifications and proposes adjustments to the minimum experience requirements for Real Estate Agent to reflect the experience of commercial property management and preferred language for Real Estate or Broker License. The format and language have been updated to the standard format and language for classification specifications.

### **DISCUSSION:**

In August 2018, the County abolished the classification for Real Estate Agent. The Real Estate Manager position recently became vacant and the Department of General Services reviewed their need for real estate services and recognized that the Real Estate Agent (and not the Real Estate Manage) classification fits the departmental/County needs.

The County intends to reinstate the classification of Real Estate Agent and the classification was previously in bargaining Unit 7, SEIU (Regulatory, Technical, and General Services) which includes other regulatory and technical classification within a capable capacity.

The proposed changes would provide the County the ability to recruit for the appropriate classification to meet the real estate needs of the County.

### **ALTERNATIVES:**

The Civil Service Commission could elect not to approve the proposed reinstatement and adjustments to the class specification. However, this is not recommended as reinstating and approving the adjustment to the classification will provide greater flexibility to the County in accomplishing its objectives.

### **OTHER AGENCY INVOLVEMENT:**

Human Resources worked with staff from the General Services Department in revising the class specifications. On July 22, 2019, the County notified bargaining Unit 7, SEIU (Regulatory, Technical, and

General Services) of the County's intent to modify the existing classification specifications. The Union was provided the opportunity but did not request to meet and confer.