

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF
THE BUREAU OF REAL ESTATE APPRAISERS**

WHEREAS, the State Personnel Board (SPB or Board) at its duly noticed meeting of November 7, 2013, carefully reviewed and considered the attached Compliance Review Report of the Bureau of Real Estate Appraisers submitted by SPB's Compliance Review Division.

WHEREAS, the Report was prepared following a baseline review of the Bureau of Real Estate Appraisers' personnel practices. It details the background, scope, and methodology of the review, and the findings and recommendations.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby adopts the Report, including all findings and recommendations contained therein. A true copy of the Report shall be attached to this Board Resolution and the adoption of the Board Resolution shall be reflected in the record of the meeting and the Board's minutes.

Suzanne M. Ambrose

SUZANNE M. AMBROSE
Executive Officer



801 Capitol Mall Sacramento, CA 95814 | www.spb.ca.gov

Governor Edmund G. Brown Jr.

October 29, 2013

Mr. James Martin
Bureau Chief
Bureau of Real Estate Appraisers
1102 Q Street, Ste. 4100
Sacramento, CA 95811

RE: Compliance Review Report

Dear Mr. Martin,

Effective on July 1, 2013 the Office of Real Estate Appraisers became the Bureau of Real Estate Appraisers (BREA).

The State Personnel Board conducted a baseline compliance review of the bureau of Real Estate Appraisers' (BREA)'s only CEA examination and appointment, all other appointments and, and Equal Employment Opportunity (EEO) program during the period of May 1, 2011 through October 31, 2012. The primary objective of the review was to determine if the BREA's personnel practices, policies, and procedures complied with state civil service laws and board regulations, and to recommend corrective action where deficiencies were identified.

BREA provided the documents that SPB requested. The single CEA examination was reviewed concurrently with its respective appointment file. Additionally, a cross-section of all other BREA's appointments was selected for review to ensure that samples of various appointment types, classifications, and levels were analyzed. The SPB also interviewed appropriate BREA staff.

The Compliance Review Division (CRD) has found no deficiencies in the review of the BREA's administration of one CEA examination and appointment, all other appointments, and EEO program. The CRD will submit its findings to the five-member State Personnel Board and recommend adoption. The Board will issue a resolution either adopting these findings or issuing its own findings and order. In either event, you will be notified of the Board's action. The final Board action will be posted on the SPB's website.

Mr. James Martin
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We greatly appreciated the cooperation and assistance provided by BREa personnel. If you have any questions, please contact me at (916) 651-0924.

Sincerely,



James L. Murray, Chief
Compliance Review Division
State Personnel Board

Cc: Liz Garcia, Personnel Liaison, Administration and Licensing Branch