



DEPARTMENT OF CONSUMER AFFAIRS
BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

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The Bureau of Security and Investigative Services, (BSIS) and the Office of Professional Examination Services (OPES) are recruiting licensed Repossessors to serve as Subject Matter Experts (SMEs) in Occupational Analysis phone interviews and Remote Occupational Analysis development workshops. We need SMEs with various levels of experience and from diverse practice settings.

As part of the Occupational Analysis phone interview, licensees are interviewed and help identify the tasks that are performed in the profession and knowledge required to perform the tasks. During the first remote workshop, SMEs meet to develop the tasks and knowledge statements, and to develop a questionnaire. In the second remote workshop, SMEs review the results of the questionnaire, the content areas and weights and update the description of practice to develop an examination outline.

Occupational Analysis phone interviews will take place between:

- January 3 - 10, 2025

Phone Interviews will be held between 9:00 am – 4:00 pm and will last approximately 30-45 minutes.

Remote Occupational Analysis workshops will take place on:

- January 23, 2025
- April 17, 2025

If you would like to participate in the interview, workshops, or both, please respond via email to BSISWorkshops@dca.ca.gov no later than **December 6, 2024.**

Please include the following in your response:

1. Repossessors license number.
2. Workshops you are interested in participating in.
3. The best phone number to contact you.

Participant Requirements

To participate as an SME, all licensees must:

- Hold a current active license and be practicing in California.
- Have no previous or pending disciplinary actions with the Bureau.
- Shall not be a actively teaching potential licensees or working as an instructor. Due to potential conflict of interest, undue influence, and

security considerations, instructors shall not serve as SMEs for, nor participate in, any aspect of licensure examination development or administration, pursuant to DCA Policy OPES 20-01.

- Participate the full time of the workshop, from 9:30 am – 5:00 pm.
- SMEs must have access to a computer with a microphone/camera and an internet connection that can be used to join and participate for the duration of the one-day workshop.
- Have a quiet, private room to work in without interruptions during the workshop. SMEs will be working on confidential information and participate in discussions that require confidentiality and should not be exposed to or overheard by any other persons (including household members, coworkers, etc.)

Compensation

The Bureau provides compensation for participation in workshops. For all workshops, licensees receive a \$200 per day honorarium.

Response

Final selection of SMEs for workshops will be based on many factors. It is important to ensure representation of the profession in terms of experience, practice setting, geographical location, and years licensed.

Notification

If you are selected during this examination cycle, you will receive an email notification. The notification will confirm which workshop(s) you have been selected to participate in and to confirm the date and time of the interview. We greatly appreciate your interest in being a participant in the examination development process and look forward to working with you in the future. Please contact BSIS at BSISWorkshops@dca.ca.gov if you have questions or concerns.