

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DPTLTCHEQ29R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency GAMING CONTROL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan Gaming Control Board
4. Civil Service Position Code Description DEPARTMENTAL TECHNICIAN-E	10. Division Administration
5. Working Title (What the agency calls the position) Records Technician	11. Section Records
6. Name and Position Code Description of Direct Supervisor LEWANDOWSKI, CRISTOPHER J; DEPARTMENTAL MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor FINCH, KAREN E; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Cadillac Place, 3062 W. Grand Blvd., L-700, Detroit, Michigan / Monday- Friday, 8:00 a.m. - 5:00 p.m.,

14. General Summary of Function/Purpose of Position

Assists with development, implementation and maintenance of manual and computerized record keeping systems for the gaming industry regulated by the Michigan Gaming Control Board (MGCB). Reviews, codes, indexes and preserves confidential Gaming related records.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Assists in maintaining manual and computerized systems to receive, file, archive and preserve records.

Individual tasks related to the duty:

- Codes and indexes files and maintains records in an electronic file management system and a physical numerical coding system.
- Uses indexes to process documents from multiple sources to the electronic document management system for agency wide use.
- Reviews and monitors electronic system for accuracy and subsequently files hardcopy or hi-resolution supplemental scan.
- Assists in file audits to ascertain accuracy of the records filed and compliance with agency policy and procedures.
- Maintains thorough knowledge of the agency's record management systems to oversee and assure the quality of the work performed by other divisions/sections.

Duty 2

General Summary:

Percentage: 20

Performs monthly rotating work assignments as needed.

Individual tasks related to the duty:

- Demonstrates knowledge of all MGCB software and all Record section policies and procedures regarding the implementation of a numerical coding and filing system.
- Attends trainings in assigned rotating specialized area as needed.
- Attends meetings with Records Manager or Departmental Manager providing support and detailed knowledge in assigned specialized area.
- Represents the Records section in responding to Gaming staff inquiries in monthly field.
- May substitute for supervisor as liaison to the MGCB Sprint and Stand-Ups.

Duty 3

General Summary:

Percentage: 20

Assists in maintaining Gaming Control Board records at all agency locations, including Lansing, Detroit Cadillac Place, Michigan Horse Racing facilities and the three (3) casinos in Detroit.

Individual tasks related to the duty:

- Conducts field visits to assist in analysis of record management systems and make recommendations for proper filing and retrieval methods.
- Assists with development of appropriate electronic and hard copy systems.
- Ensures compliance with agency policy and procedures related to record management and release of information.

Duty 4

General Summary:

Percentage: 10

Completes all other duties as needed to contribute to the overall contribution of the Michigan Gaming Control Board.

Individual tasks related to the duty:

- Participates in special projects (Reduction in Paper Project, KLA Software Project, etc).
- Provides input regarding Record section policy and procedures changes.
- Participates in approved meetings and shares findings with other Records Technicians.
- Participates in approved training sessions, seminars and development workshops.
- Provides staff support, outside of record management functions, to other sections within the agency.
- May assist in drafting responses to FOIA and jurisdictional requests for information.
- Serves on agency committees.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions that are based on established methods and procedures which affect other staff responsible for licensing, compliance, and audit of Michigan's gaming industry in the filing and classification of records.

17. Describe the types of decisions that require the supervisor's review.

Decisions where goals and/or objectives require establishing new or interpretation especially with policies, procedures, administrative rules or laws and decisions affecting MGCB budget or expenditures of funds, extremely sensitive, significant or have a direct impact on operations, jeopardy to the public trust of gambling within the state of Michigan or the mission of the MGCB.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work is performed in an office-records office setting; requiring sitting, standing, working at a computer and lifting 25-30 lbs. Occasional travel to the Board's Detroit/Lansing offices or Board offices within Detroit-based casinos where the individual may be required to walk through a casino where there is a high concentration of tobacco smoke in order to reach the Board office in the casino. Occasionally, may be required to travel to other Board offices and other locations.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

The duties are properly described on the preceding pages.

23. What are the essential functions of this position?

Maintaining secure electronic and hardcopy filing systems for casino and industry related documents. This system will include a customized retention and disposal utility that is regularly updated in accordance with authorized retention schedules. May assist in drafting responses to jurisdictional requests for information.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

No significant changes to duties however update is reflective of agency reorganization.

25. What is the function of the work area and how does this position fit into that function?

The Michigan Gaming Control Board licenses, regulates, and enforces non-tribal casino gambling, internet gaming, retail and online sports betting, fantasy contests, oversees tribal gaming and licenses and regulates pari-mutuel horse racing and millionaire party charitable gaming events in the State of Michigan ensuring the integrity, fair and responsible gaming within the state of Michigan.

This position assists in and maintaining manual and computerized systems to assure integrity of the licensing, compliance, and audit processes to respond to Freedom of Information requests

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

High school or equivalent. College degree in business administration, library science, computer science or paralegal desired but not required.

EXPERIENCE:

Departmental Technician 7

One year of experience performing administrative support activities equivalent to the 7-level in state service.

Departmental Technician 8

One year of experience performing administrative support activities equivalent to the 8-level in state service.

OR

One year of experience as a technician or paraprofessional equivalent to the entry level in state service.

Departmental Technician E9

One year of experience as a supervisor of administrative support activities equivalent to the 9-level in state service.

OR

One year of experience performing administrative support activities equivalent to the 9-level in state service.

OR

Two years of experience as a technician or paraprofessional, including one year of experience equivalent to the intermediate level in state service.

Alternate Education and Experience

Departmental Technician 7

Completion of two years of college (60 semester or 90 term credits) may be substituted for the experience requirement.

Departmental Technician 8

Possession of a Bachelor's degree may be substituted for the experience requirement.

Departmental Technician E9

Possession of a Bachelor's degree and one year of job-related experience may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of rules, regulations, policies, procedures and terminology used in the work.
- Knowledge of the techniques used for completing FOIA Responses.
- Knowledge of the techniques for interviewing and obtaining information.
- Ability to use a microcomputer.
- Ability to abstract and present significant facts from data.
- Ability to interpret and apply complex laws, rules and regulations.
- Ability to analyze data and operations and make recommendations for changes.
- Ability to communicate effectively.
- Ability to instruct others.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date