

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

Position Code

1. DEPTALTAP96Y

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 Analyst-A	10. Division Executive
5. Working Title (What the agency calls the position) Departmental Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor GRIFFITHS, TINA L; STATE ASSISTANT ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor WILLIAMS, HENRY L; EXEC DIR MI GAMING CNTRL BOARD	13. Work Location (City and Address)/Hours of Work 3062 W GRAND BLVD; STE L-700, DETROIT, MI 48202 / Monday-Friday, 8:00am-5:00pm (may vary)

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource for the Executive Director of the Michigan Gaming Control Board (MGCB), the Board Chairperson and Board members, developing complex reports and analyzing data for the Executive Office. This position reviews sensitive departmental or program issues and is routinely given special projects, which involves researching confidential and sensitive information. Due to the specialized nature of the analytics performed, this position serves as recognized resource and point of contact, providing consultation and advice to the Michigan State Police Gaming Section, the Attorney General's office, Detroit casino executives and other state, county, township, or city regulatory agencies. This position will also serve as the organizational liaison for the Michigan Gaming Control Board by analyzing, providing comments, and establishing a record of necessary reports and documents needed for the Board along with compiling and maintaining documents physically and electronically.

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

Serve as the recognized resource in the development of complex and confidential reports and policy materials on behalf of the Executive Director, the Board and other stakeholders to ensure the agency is meeting its statutory responsibility.

Individual tasks related to the duty:

- Serve as recognized resource for the Gaming Control Board regarding jurisdictional trends including new gaming technology, gaming regulations for online gaming and sports betting and other best practices within the industry.
- Develop complex and confidential policy materials and make recommendations on behalf of the Executive Director & Board members to stakeholders to ensure the agency is meeting its statutory responsibilities.
- Analyze, track and make recommendations of highly confidential and complex activities, reports and financial impact statements.
- Review, interpret and maintain extensive knowledge of existing and proposed laws, policies, and procedures as they related to the Gaming Control & Revenue Act, the Lawful Internet Gaming Act of 2019 and the Lawful Sports Betting Act of 2019, the Fantasy Contests Consumer Protection Act of 2019, Traxler-McCauley-Law-Bowman Bingo Act of 1972, the Horse Racing Law of 1995 and their associated Administrative Rules.
- Develop complex reports for the Executive Office to review and approve including number of licenses the MGCB issues to charities and the amount of revenue these charities generate for their respective organizations.
- Analyze and coordinate the final reports to ensure horse racing licensees are meeting their timelines for the application track licenses.
- Represent the Executive Director and provide data to the Michigan State Police Gaming Section, the Attorney General's office, Detroit casino executives and other state, county, township, or city regulatory agencies.
- Provide consultation to current and potential project stakeholders i.e., the public, special interest groups, the Governor's Office, and other state agencies to gather or exchange information in-person, by telephone or electronic mail. Receive and respond to calls and written inquiries from the Governor's Office and legislature and others.

Duty 2

General Summary:

Percentage: 40

Serve as the recognized resource for the Michigan Gaming Control Board Chairperson and Board members and serve as the organizational liaison for the Administrative Hearing process.

Individual tasks related to the duty:

- Review Executive Director report for accuracy.
- Prepare Board Orders for Board consideration and approval.
- Compile Vendor Exemptions requests for approval.
- Organize, participate, and facilitate the Public Hearing for the agency.
- Review all agency materials to determine compliance with established and required procedures of the Board and the Michigan Open Meetings Act of 1976.
- Analyze and make recommendations to the process, policy, and procedure documents for the agency and maintain the official hearing procedure documents.
- Prepare hearing packets and submit to Michigan Gaming Control Board Chairperson and Board Members, disseminate documents to required delegates and keep them informed of the hearing status and actions needed.
- Provide support and attend hearings, as necessary.

Duty 3

General Summary:

Percentage: 5

Attend administrative meetings and provide support to the Board, Executive Office and employees.

Individual tasks related to the duty:

- Compile material relevant to employee meetings and prepare briefing materials for the Board.
- Develop the 5-Member Board's position and responses to the American Gaming Association, International Masters of Gaming Law, North American Gaming Regulators, and International Association of Gaming Regulators.
- Conduct follow-up on issues raised at employee meetings.
- Report out at staff meetings as assigned issues.

Duty 4**General Summary:****Percentage: 5**

Perform all other duties as needed to contribute to the overall operation of the Michigan Gaming Control Board.

Individual tasks related to the duty:

- Ensure directives and policy decisions made by the 5-Member Board are communicated throughout MGCB.
- Participate in interview panels.
- Review and approve 5-Member Board expense reimbursement, meetings and hearings.
- Serve 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 related to reporting data and making recommendations to the industry and legislative change to gambling in Michigan and identifying issues/projects requiring the Board's attention. Decisions related to dissemination of information, particularly that of a confidential nature. Decisions made directly impact the Board's ability to efficiently govern departmental areas of responsibility. Keep the Executive Director apprised of highly sensitive issues.

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

Sensitive or controversial issues that require a decision are brought to the attention of the Board. Any deviation from policies and directives are also brought to the Executive Director's or the Board's attention. Receives general direction from the Board, because this position performs duties independently, guidance is received only on issues requiring Board approval. General executive direction and final approval of special projects.

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.

Standard office environment and physical exertion, with some bending, stooping, moderate lifting of less than 25 lbs and extensive computer use. Occasionally may be required to travel to Board Lansing/Detroit offices and in Detroit-based casinos, where employee may be exposed to high concentration of tobacco smoke and noise. All employees have a responsibility for workplace safety including identifying and reporting potential hazards and ensuring active participation in all required training.

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):**☐ Complete and sign service ratings.☐ Assign work.

N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Approve work.
N Review work.
N Provide guidance on work methods.
N 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 position is properly described in the preceding pages.

23. What are the essential functions of this position?

Recognized resource for the Executive Director, Board Members, and other stakeholders providing day-to-day support, analyzing complex and highly sensitive and confidential information. This includes the development of complex and confidential reports on behalf of the Executive Director and other stakeholders, analyzing data and reporting on trends, to ensure the agency is meeting its statutory responsibilities.

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

Reclassification based on the recognized resource concept.

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.

The position requires a thorough knowledge of the Michigan Gaming Control & Revenue Act as amended, the Lawful Internet Gaming Act of 2019 and the Lawful Sports Betting Act of 2019, the Fantasy Contests Consumer Protection Act of 2019, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act of 1972 and their associated Administrative Rules.

This position will serve as recognized resource developing complex reports, analyzing data, and will directly support the 5-Member Board and coordinate Administrative Hearings of the Board ensuring completion of materials, research and execution of the Boards Orders.

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

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

Alternate Education and Experience

Departmental Analyst 9 - 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of research and analysis.
- Knowledge of the principles and techniques of administrative management including organization, planning, and reporting.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to organize, evaluate and present information effectively.

- Ability to interpret laws, rules, and regulations relative to work.
- Ability to maintain favorable public relations and maintain excellent communication skill.

**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.

N/A

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