

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

Position Code

1. DEPTALTES94Y

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-E	10. Division Executive
5. Working Title (What the agency calls the position) Department 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 3060 W. Grand Blvd, Detroit, MI 48202 / Monday - Friday, 8:00 a.m. - 5:00 p.m. (may vary)

14. General Summary of Function/Purpose of Position

This position serves as an analyst for the Executive Director of the Michigan Gaming Control Board (MGCB), developing 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 individual consults with, and provides 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

Develop reports and various materials on behalf of the Executive Director and other stakeholders to ensure the agency is meeting its statutory responsibility.

Individual tasks related to the duty:

- Develop and analyze reports, compiling large amounts of information, from numerous resources, for the Executive Director to review and approve.
- Develop policy materials and make recommendations under direction of the Executive Director.
- Provide direct support to the 5-member Board and the Administrative Hearing process.
- Review and interpret existing and proposed laws, policies, and procedures as they relate to the Gaming Control & Revenue Act as amended, the Lawful Internet Gaming Act of 2019, the Lawful Sports Betting Act of 2019, the Fantasy Contests Consumer Protection Act of 2019, the Traxler-McCauley-Law-Bowman Bingo Act of 1972, the Horse Racing Law of 1995 and their associated Administrative Rules.
- Perform research and serve as a liaison with the Gaming Control Board regarding jurisdictional trends including new gaming technology, gaming regulatory fines and other best practices within the industry.
- Consult with, and provide advice and 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.
- Prepare confidential correspondence, reports and policy statements regarding activities, policies and established agendas.

Duty 2

General Summary:

Percentage: 40

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.
- 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:

- Assist in compiling material relevant to employee meetings and preparing 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.

Developing reports, data, identifying trends and identifying issues/projects requiring the Board's attention. 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. Participates and facilitates the Administrative Rules and Administrative Hearings process.

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. |
| ☐ Provide formal written counseling. | ☐ Approve work. |

N Approve leave requests.

N Review work.

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

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 describe in the preceding pages.

23. What are the essential functions of this position?

This position develops and analyzes reports for the Michigan Gaming Control Board Chairperson and Board Members. This includes the development of confidential reports on behalf of the Executive Director and other stakeholders to ensure the agency is meeting its statutory responsibility.

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

Position downgrade for recruitment purposes. The position duties and tasks will gradually increase in scope, impact, and complexity as the incumbent gains the required experience up the advanced level.

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 develop reports, analyze 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 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to act independently.
- Knowledge of the principles and practices of analysis and research.
- Excellent communication skills including written.

- Knowledge of the principles and techniques of administrative management including organization, planning, and reporting.

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