

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

Position Code

1. REGLOFREA02N

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 REGULATION OFFICER-E	10. Division Licensing & Investigations
5. Working Title (What the agency calls the position) Regulation Officer	11. Section Investigations
6. Name and Position Code Description of Direct Supervisor MINZEY, DANIEL J; REGULATION MANAGER-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor ALAGNA, TINA M; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 3040 West Grand Blvd. Detroit, MI 48202 / Monday – Friday 8:00AM – 5:00PM – Hours may vary

14. General Summary of Function/Purpose of Position

This position will support the Michigan Gaming Control & Revenue Act as amended, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act of 1972, the Lawful Internet Gaming Act, the Lawful Sports Betting Act 152, the Fantasy Contest Consumer Protection Act 157 and their associated Administrative Rules, by performing a full range of regulatory assignments related to gaming: casino, supplier, vendor, employee licensing; horse racing operations and charitable gaming (Millionaire Party). This position makes recommendations regarding suitability for licensure, determines appropriate investigative actions, investigates violations of Acts and Rules, conducts on-site inspections, assists in training licensees, makes recommendations for revisions to the Acts, Rules, policies or procedures, and acts as a resource person and liaison to the Michigan State Police Gaming section, the Attorney General Gaming section, federal, state and local law enforcement agencies, taxing authorities, regulatory agencies, and other gaming jurisdictions.

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: 60

Conduct regulatory investigations and review applications for licenses to determine compliance with the Michigan Gaming Control & Revenue Act as amended, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act of 1972, the Lawful Internet Gaming Act, the Lawful Sports Betting Act 152, the Fantasy Contest Consumer Protection Act 157 and their associated Administrative Rules.

Individual tasks related to the duty:

- Conduct regulatory assignments in coordination with the Attorney General, Michigan State Police and applicable MGCB sections.
- Compile in-depth and comprehensive investigative reports for licensing that detail, summarize, and document facts and evidence developed during the investigative process.
- Prepare investigative reports, memorandums, correspondence, and other required written documents.
- Make recommendations for approval or denial based on findings. These recommendations are the basis in preparing the agenda for the Michigan Gaming Control Board meetings.
- Keep the Board and Executive Director informed of problems and make recommendations on the appropriate action to follow to maintain agency standards and achieve agency objectives.
- Serve as a liaison between the Board and the public.
- Consolidate all pertinent and significant investigative findings into the appropriate report form.
- Document potential issues and concerns that could rise to the level of a deficiency, thus compromising an applicant's eligibility and suitability for licensure.
- Evaluate regulatory policies and procedures and, whenever appropriate, provide suggested changes or refinements to management.
- Review and analyze all pertinent evidence (e.g. business documents, court records, criminal history, etc.) to identify any violations of the appropriate Act or Rules, or violations of any other federal, state, or local law, and determine eligibility and suitability for licensure.
- Serve as a resource person and liaison to the Michigan State Police Gaming section, the Attorney General Gaming section, federal, state and local law enforcement agencies, taxing authorities, regulatory agencies, and other gaming jurisdictions.
- Monitor, observe and record the operation of charitable gaming (Millionaire Party) games for compliance.
- Maintain knowledge and documentation of the Michigan Gaming Control & Revenue Act as amended, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act of 1972, the Lawful Internet Gaming Act, the Lawful Sports Betting Act 152, the Fantasy Contest Consumer Protection Act 157 and their associated Administrative Rules.

Duty 2

General Summary:

Percentage: 30

Conduct on-site inspections, examines records, secures evidence, and prepares in-depth reports to ensure compliance with the Michigan Gaming Control & Revenue Act as amended, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act of 1972, the Lawful Internet Gaming Act, the Lawful Sports Betting Act 152, the Fantasy Contest Consumer Protection Act 157 and their associated Administrative Rules.

Individual tasks related to the duty:

- Collect, analyze, and compile data necessary to assist in and complete investigations relating to gaming, horse racing, or charitable gaming (Millionaire Party) investigations.
- Make determinations on the appropriate investigative course of action to follow to maintain agency standards and achieve agency objectives. Conduct comprehensive interviews and obtain statements.
- Advise appropriate law enforcement agencies and other regulatory agencies of potential criminal and/or civil violations.
- Review and analyze all pertinent evidence to identify any violations of the appropriate Act or Rules or violations of any other federal, state, or local laws.
- Testify and assist in the administrative hearing process with respect to licensee violations and/or applicant suitability issues.
- Assist in the preparation and service of investigative subpoenas and search warrants to further regulatory investigations and criminal inquiries.

- Perform follow-up on complaints by evaluating the violation and determining the corrective action to be taken.
- Provide guidance to licensees relating to the conduct and operation of Millionaire Party.

Duty 3

General Summary:

Percentage: 5

Draft rules, policy statements and procedures for administration of the Michigan Gaming Control & Revenue Act as amended, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act of 1972, the Lawful Internet Gaming Act, the Lawful Sports Betting Act 152, the Fantasy Contest Consumer Protection Act 157 and their associated Administrative Rules.

Individual tasks related to the duty:

- Act as a resource person by recognizing problem areas, defining corrective action and makes recommendations.
- Identify the administrative rules or internal controls that are no longer relevant or require modification, and provide suggested changes to management.
- Review and the interpret the Michigan Gaming Control & Revenue Act as amended, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act of 1972, the Lawful Internet Gaming Act, the Lawful Sports Betting Act 152, the Fantasy Contest Consumer Protection Act 157 and their associated Administrative Rules., as well as any related policies and procedures, and make recommendations for revisions.
- Work with applicable external databases and network systems to obtain and analyze data relevant gaming investigations.

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:

- Perform other investigative related duties and responsibilities as directed.
- 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 regarding an investigative course of action to follow and on regarding recommendations to present regarding the updating of rules, internal controls, policies, and procedures. Make recommendations regarding the eligibility and suitability of casino, supplier, vendor, horse racing and charitable gaming (Millionaire Party) applicants and related qualifying entities and individuals, which are either deemed suitable for licensure or denied licensure; and make recommendations regarding summarily suspending an employee's license for violation of the Michigan Gaming Control & Revenue Act as amended, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act of 1972, the Lawful Internet Gaming Act, the Lawful Sports Betting Act 152, the Fantasy Contest Consumer Protection Act 157 and their associated Administrative Rules.

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

Supervisory guidance would be necessary on decisions regarding whether issues, concerns or potential deficiencies rise to the level that directly affects the determination of the eligibility and suitability of gaming, iGaming, sports betting, fantasy sports betting, charity gaming and horse racing license applicants and related qualifiers. Approval for all overnight travel including in-state, domestic and foreign, and any matters that would establish or deviate from the policies and procedures of the MGCB. Supervisory guidance would be necessary on issues that would establish policy, would affect other areas of the section, or budgetary in nature.

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 a standard office setting, requiring sitting, working at a computer, and lifting less than 25 lbs. Occasional travel to the Board's Detroit/Lansing offices, Board offices within Detroit-based casinos and other locations will occur. Is required to work on the gaming floor in casinos where there is a high concentration of tobacco smoke and noise during the performance of job responsibilities.

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. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

This position is properly described in the preceding pages.

23. What are the essential functions of this position?

The position is primarily responsible for the investigative process associated with casino gaming, charitable gaming (Millionaire Party), and horse racing investigations. The position requires a thorough knowledge of state casino gaming, charitable gaming, horse racing laws, internet gaming laws, sports betting laws, fantasy gaming and a thorough knowledge of regulatory investigative techniques and procedures. Provides training and assistance to licensees; prepares reports and documentation detailing their investigation; and represents the Board at hearings, exams, inquiries, trials, etc.

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 the organizational restructuring.

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

The position functions as a professional regulation officer and is responsible for conducting complex investigations of possible violations of the Michigan Gaming Control & Revenue Act as amended, the Horse Racing Law, the Traxler-McCauley-Law-Bowman Bingo Act, the Lawful Internet Gaming Act, the Lawful Sports Betting Act, the Fantasy Contest Consumer Protection Act and their associated Administrative Rules.

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:

Regulation Officer 9

No specific type or amount is required.

Regulation Officer 10

One year of experience providing professional regulation officer services equivalent to a Regulation Officer in state service.

Regulation Officer P11

Two years of experience providing professional regulation officer services equivalent to a Regulation Officer in state service, including one year equivalent to an intermediate level Regulation Officer.

Alternate Education and Experience

Regulation Officer 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:

- Ability to plan and effectively conduct investigations.
- Ability to review and analyze documents and records, such as corporate stock ledgers, contracts, corporate minutes, insurance documents, leases, financial data, etc., and prepare detailed written reports.
- Ability to effectively conduct interviews
- Ability to communicate effectively, both orally and in writing.
- Ability to gather, preserve and maintain the proper chain of custody of evidence and to testify in court and at administrative hearings.

**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