

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. DEPTALTE

**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> GAMING CONTROL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan Gaming Control Board
<b>4. Civil Service Position Code Description</b> Departmental Analyst-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Departmental Analyst	<b>11. Section</b> External Affairs, Legislative and Tribal Relations
<b>6. Name and Position Code Description of Direct Supervisor</b> GARRETT, KEESHA M; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> TOMPKINS, JASMINE M; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 101 E Hillsdale St. Lansing MI / Monday-Friday, 8:00am-5:00pm (may vary)

**14. General Summary of Function/Purpose of Position**

This position is responsible for the establishment, administration and evaluation of the Youth Gambling Awareness Program (GAP) partnering with Michigan schools to provide responsible gaming education and risk awareness in alignment with the Michigan Gaming Control Board's (MGCB) mission to develop responsible gaming measures as described in the Lawful Internet Gaming Act (LIGA) and the Lawful Sports Betting Act (LSBA). This position will review grant applications, determine eligibility and make recommendations for approval or denial. This position will perform research and analysis on gaming activity, trends, issues and opportunities to ensure educational information is relative to the current gambling landscape in Michigan.

**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: 65**

**Youth Gambling Awareness Program (GAP) Coordinator**

**Individual tasks related to the duty:**

- Establishes, administers and evaluates the Youth GAP program, recommends program policies and procedures and designs literature in effort to promote and provide responsible gaming education to Michigan schools.
- Evaluates grant applications for completeness, determines eligibility and recommends approval or denial to section managers.
- Provides consultation to and coordinates the Youth GAP program with Michigan high schools, colleges, universities, community groups, state agencies, the Board, and other organizations.
- Designs and conducts pre and post program surveys for applicants to complete throughout the grant process for program participants to determine needs and assist in planning, implementing and evaluating the Youth Gap program; consolidates data and prepares reports.
- Conducts research and analysis on gaming activity, gaming trends, issues and opportunities to ensure educational information is relevant.
- Collects, consolidates, analyzes, and maintains program data necessary to meet program reporting and evaluate requirements.
- Proposes, develops and prepares policy materials, manuals, supporting instructions and other agency literature for the grant program.
- Leads and completes special projects, as assigned by the Director of External Affairs and Tribal Relations.
- Presents information, and coordinates and facilitates events and meetings as requested on behalf of the executive staff.
- Performs research, collects, consolidates, analyzes, and maintains program data necessary to meet program reporting and evaluation requirements, and the goals of the agency program or service.
- Analyzes on-going program operations and recommends modifications of policies and procedures to achieve greater efficiency and effectiveness and increase public awareness.
- Recommends criteria and guidelines to assess the agency's Youth GAP program structures, developing program plans and reports.

**Duty 2**

**General Summary:**

**Percentage: 35**

**Conducts special projects and performs all other duties as needed to contribute to the overall operation of the Michigan Gaming Control Board.**

**Individual tasks related to the duty:**

- Coordinates with MGCB Executives to ensure development, deployment and maintenance of MGCB's special projects when needed,
- Reviews and interprets existing and proposed laws, policies, and procedures as they relate to assigned projects.
- Acts as MGCB's liaison for special interest group contacts.
- Participates in meetings, conferences, and committees as required.
- Assists communications section staff as needed.
- Other duties as assigned.

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

Decisions in determining eligibility for Youth GAP applications and in program planning. Decisions related to the identification of gaming activity trends and the presentation and dissemination of educational information to promote responsible gaming.

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

Any deviation from policy, procedures and/or practices of the agency. Supervisory input is required for revisions to agency policies and procedures, expenditure of funds and matters concerning highly sensitive issues.

**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 normally in an office setting, requiring sitting, working at a computer, and lifting less than 25 lbs. Travel required to the Board's Lansing offices, on Board business or Board office within Detroit-based casinos where there is a high concentration of tobacco smoke and noise is present, to perform job duties. All employees have a responsibility for workplace safety including identifying potential hazards, reporting them, 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):**

- |   |  |
|---|--|
| <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 position is properly described in the preceding pages.

**23. What are the essential functions of this position?**

This position will establish, administer, and evaluate the Youth Gambling Awareness Program (GAP) partnering with Michigan schools to provide responsible gaming information, review and determine eligibility of Youth GAP applications and make recommendations for approval or denial. This position will perform research and analysis on gaming activity trends, issues and opportunities to ensure relevant educational information.

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

New position establishment.

**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 will serve as the Youth GAP coordinator. is responsible for the establishment, administration and evaluation of the Youth Gambling Awareness Program (GAP) partnering with Michigan schools to provide responsible gaming education and risk awareness in alignment with the Michigan Gaming Control Board's (MGCB) mission to develop responsible gaming measures as described in the Lawful Internet Gaming Act (LIGA) and the Lawful Sports Betting Act (LSBA). This position will review grant applications, determine eligibility and make recommendations for approval or denial.

**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.

**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 initiation, development, accomplishment, and evaluation of public programs and services.
- 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 both verbally and in writing.
- Ability to establish program or service procedures, policies, guidelines and controls and to relate these to program objectives.
- Ability to prepare requests for proposals and program agreements
- 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.

N/A

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

RENEE DOWNEY

1/8/2026

\_\_\_\_\_  
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