

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 Enforcement
5. Working Title (What the agency calls the position) Departmental Technician	11. Section Employee Licensing
6. Name and Position Code Description of Direct Supervisor CAIN, MIA; DEPARTMENTAL MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor DODT, CARRIE; REGULATION MANAGER-4	13. Work Location (City and Address)/Hours of Work 3900 Sparks Dr S E, Grand Rapids MI 49546 / Monday-Friday, 8:00am-5:00pm (may vary)
14. General Summary of Function/Purpose of Position This position will review and evaluate various confidential documents submitted for licensure to determine conformity to the Michigan Gaming Control and Revenue Act as amended, the Lawful Internet Gaming Act, the Lawful Sports Betting Act and associated administrative rules; verify fees with documents; prepare supplier lists, reports, and correspondence; consult with applicants concerning the requirements for filing and uniformity of the documents; and monitor and review various materials required from casino suppliers and vendors.	

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: 40

Screens and reviews various highly confidential documents submitted for licensure and/or notification and determine the conformity to the Michigan Gaming Control and Revenue Act, as amended, the Lawful Internet Gaming Act, the Lawful Sports Betting Act and associated administrative rules.

Individual tasks related to the duty:

- Makes preliminary determination of an applicant's eligibility for licensure.
- Verifies pertinent information such as position titles and licensing levels during documents review.
- Works with databases and network systems to input and provide sensitive data relevant to occupational licensing.
- Creates license/identification documents, photographs, and fingerprints for casino/supplier employees.

Duty 2

General Summary:

Percentage: 25

Consults with applicants on a confidential basis concerning the requirements for completion and uniformity of the documents.

Individual tasks related to the duty:

- Responds to inquiries regarding functions, procedures, etc., from the general public, applicants, and other employees of the MGCB.
- Coordinates activities with other staff to appropriately respond to inquiries and provide statutorily correct responses to policy and procedure questions.
- Accepts and screens supplementary documents and prepares for electronic filing.
- Enters supplementary information into databases.

Duty 3

General Summary:

Percentage: 15

Assists in the preparation of reports and correspondences.

Individual tasks related to the duty:

- Responsible for inventory and control of unit forms, and on-going record updates.
- Maintains an up-to-date information base upon which to draw for answers to questions from a variety of sources.

Duty 4

General Summary:

Percentage: 15

Oversees renewal processing which requires detailed knowledge of the process and computerized specifications.

Individual tasks related to the duty:

- Prioritizes work to integrate procedures in performing day-to-day activities.
- Monitors casino/iGaming supplier employee terminations and ensure departmental database is updated.

Duty 5

General Summary:

Percentage: 5

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

Individual tasks related to the duty:

- 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 when reviewing documents or information it may be necessary to clarify pertinent facts or receive additional information pursuant to current policies and procedures.

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 a standard office setting; requiring sitting, standing, 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. Detroit-based casino locations are in casinos where there is a high concentration of tobacco smoke and noise. All employees have responsibility for workplace safety including identifying potential hazards, reporting them, and ensuring they actively participate 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 review and evaluate various confidential documents submitted for licensure to determine conformity to the Michigan Gaming Control and Revenue Act as amended, the Lawful Internet Gaming Act, the Lawful Sports Betting Act and associated administrative rules; verify fees with documents; prepare supplier lists, reports, and correspondence; consult with applicants concerning the requirements for filing and uniformity of the documents; and monitor and review various materials required from casino suppliers and vendors.

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

New position.

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, iGaming, sports betting, 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 Employee Licensing section is responsible for issuing and renewing licenses for casino, internet gaming, internet sports betting, and supplier employees. This position will review and evaluate various confidential documents submitted for licensure to determine conformity to the Michigan Gaming Control and Revenue Act as amended, the Lawful Internet Gaming Act, the Lawful Sports Betting Act and associated administrative rules; verify fees with documents; prepare supplier lists, reports, and correspondence; consult with applicants concerning the requirements for filing and uniformity of the documents; and monitor and review various materials required from casino suppliers and vendors.

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

EDUCATION:

Education typically acquired through completion of high school.

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, precedents, and terminology used in work.
- Knowledge of the techniques of using reference materials and organizing data for reports.
- Ability to interpret and apply complex laws, rules, and regulations.
- Ability to prioritize work.
- Ability to analyze data and information and make recommendations for change.
- Ability to maintain favorable public relations.
- Ability to communicate effectively.

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