

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

Position Code

1. REGLOFREA22N

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 Investigation Section
6. Name and Position Code Description of Direct Supervisor BUCKLEY, THOMAS F; REGULATION MANAGER-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor STEINKAMP, KURT; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work Detroit or Lansing, MI / Monday - Friday 8:00 AM - 5:00 PM (may vary)

14. General Summary of Function/Purpose of Position

This position performs a full range of regulatory assignments related to gaming: casino, supplier, vendor, employee licensing; horse racing operations and charitable gaming (Millionaire Party) in support 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 152 of 2019, the Lawful Sports Betting Act 152 of 2019, the Fantasy Contest Consumer Protection Act 157 of 2019 and their associated Administrative Rules. 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, 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

Reviews applications for licenses and determines if the applicants meet the requirements 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 152 of 2019, the Lawful Sports Betting Act 152 of 2019, the Fantasy Contest Consumer Protection Act 157 of 2019 and their associated Administrative Rules through regulatory investigations, and makes recommendations for approval or denial based on findings. Serves as a liaison between the Board and the public.

Individual tasks related to the duty:

- Conducts regulatory assignments in coordination with the MGCB's Employee Licensing Section, Investigation Section, Regulatory Investigations Support Section, Horse Racing Section, Attorney General Gaming Section, and the Michigan State Police Gaming Section.
- Compiles in-depth and comprehensive investigative reports for licensing that detail, summarize, and document facts and evidence developed during the investigative process.
- Prepares investigative reports, memorandums, correspondence, and other required written documents. Consolidates all pertinent and significant investigative findings into the appropriate report form.
- Documents potential issues and concerns that could rise to the level of a deficiency, thus compromising an applicant's eligibility and suitability for licensure.
- Evaluates regulatory policies and procedures and, whenever appropriate, provides suggested changes or refinements to management.
- Reviews and analyzes 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.
- Serves as a resource person and liaison to the Michigan State Police Gaming Section, Attorney General's Gaming Section, federal, state, and local law enforcement agencies, taxing authorities, regulatory agencies, and other gaming jurisdictions.
- Monitors, observes, and records the operation of charitable gaming (Millionaire Party) games for compliance.
- Keeps the Board and Executive Director informed of problems in gaming and horse racing and makes recommendations on the appropriate action to follow to maintain agency standards and achieve agency objectives.

Duty 2

General Summary:

Percentage: 30

Conducts on-site inspections and examines records to ensure compliance with all applicable Laws, Acts and Administrative Rules. Investigates possible violations of Acts and Rules and secures evidence for use in preparing reports and testifying at hearings. Follows up on complaints of violations of the gaming, horse racing, iGaming, sports betting, fantasy sports betting, and charitable gaming (Millionaire Party) laws by evaluating the violation and determining the corrective action to be taken.

Individual tasks related to the duty:

- Collects, analyzes, and compiles data necessary to assist in and complete investigations relating to gaming, horse racing, iGaming, sports betting, fantasy sports betting, or charitable gaming (Millionaire Party) investigations.
- Makes determinations on the appropriate investigative course of action to follow to maintain agency standards and achieve agency objectives.
- Conducts comprehensive interviews and obtains statements.
- Conducts on-site inspections, examines records, secures evidence, and prepares in-depth reports.
- Uses state owned resources including but not limited to computer equipment, cell phones and vehicles to conduct onsite inspections.
- Advises appropriate law enforcement agencies and other regulatory agencies of potential criminal and/or civil violations.
- Reviews and analyzes all pertinent evidence to identify any violations of the appropriate Act or Rules or violations of any other federal, state, or local law.
- Testifies and assists in the administrative hearing process with respect to licensee violations and/or applicant suitability issues.
- Assists in the preparation and service of investigative subpoenas and search warrants to further regulatory investigations and criminal inquiries.
- Provides guidance to licensees relating to the conduct and operation of Millionaire Party.

Duty 3

General Summary:

Percentage: 5

Drafts rules, policy statements and procedures for administration of the 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 152 of 2019, the Lawful Sports

Betting Act 152 of 2019, the Fantasy Contest Consumer Protection Act 157 of 2019 and their associated Administrative Rules, as well as any related policies and procedures and makes recommendations for revisions. Maintains knowledge and documentation of these acts and rules.

Individual tasks related to the duty:

- Recognizes problem areas, defining corrective action and outlining possible procedures that, if implemented, would provide desirable benefits.
- Recommends standards, policies, and procedures for use by all casino, supplier, vendor, employee, horse racing and charitable gaming (Millionaire Party) licensees.
- During the investigative process, identifies the administrative rules or internal controls that are no longer relevant or that require modification, and provides suggested changes to management.
- Reviews and maintains knowledge of the Gaming Control & Revenue Act as amended, the Horse Racing Law of 1995, the Traxler-McCauley-Law-Bowman Bingo Act of 1972 and their associated Administrative Rules, as well as any related policies and procedures, and makes recommendations for revisions and updating.
- Works with applicable external databases and network systems to obtain and analyze data relevant to gaming, iGaming, sports betting, fantasy sports betting, horse racing and charitable gaming investigations.

Duty 4

General Summary:

Percentage: 5

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

Individual tasks related to the duty:

- Effectively uses the internet intranet, and web-based background resource sites. –
- Interprets and communicates information received from databases and outside resources. –
- Performs other investigative related duties and responsibilities as directed.
- 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 regarding an investigative course of action in order to effectively and efficiently enforce all applicable Laws, Acts and associated Administrative Rules. Decisions on recommendations to present regarding the updating of rules, internal controls, policies, and procedures. Makes recommendations regarding eligibility of applicants and related qualifying entities for approval or denial of licensure and recommendations regarding suspension of an employee's license for violation of applicable Laws, Acts and 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 affect 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 are 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):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	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 described on the preceding pages.

23. What are the essential functions of this position?

The position performs the investigative process associated with casino gaming, iGaming, sports betting fantasy sports betting, charitable gaming (Millionaire Party), and horse racing investigations. The position requires a thorough knowledge of state casino gaming, iGaming, sports betting fantasy sports betting, charitable gaming and horse racing laws, 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 organizational restructuring.

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 Investigations section conducts reviews of commercial casino license holders and their qualifiers and suppliers as part of the license qualification process. It also monitors charitable casino-style poker events and reviews their financial results.

The position functions as a professional regulation officer and is responsible for conducting 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 152 of 2019, the Lawful Sports Betting Act 152 of 2019, the Fantasy Contest Consumer Protection Act 157 of 2019 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

Two years of experience providing investigative services in a law enforcement agency, corporate security setting, or the

United States Armed Services, equivalent to a State Police Detective Sergeant may be substituted for the experience and education required at the entry level; three years of such experience may be substituted at the intermediate level; four years of such experience may be substituted at the experienced level, and five years of such experience may be substituted at the advanced level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to plan and effectively conduct background 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.

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