

## 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> Regulation Officer-E	<b>10. Division</b> Online Gaming & Legal Affairs
<b>5. Working Title (What the agency calls the position)</b> Regulation Officer	<b>11. Section</b> iGaming
<b>6. Name and Position Code Description of Direct Supervisor</b> HICKS, DAVID A; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> MURLEY, DAVID E; SENIOR POLICY EXECUTIVE	<b>13. Work Location (City and Address)/Hours of Work</b> Lansing or Detroit / M-F 8:00am- 5:00pm, hours and schedule will vary
<b>14. General Summary of Function/Purpose of Position</b>  The Regulation Officer position located in the iGaming section performs a full range of regulatory assignments related to regulation and enforcement of internet gaming, internet sports betting, and fantasy contests conducted under the Michigan Gaming Control & Revenue Act as amended, the Lawful Internet Gaming Act of 2019, the Lawful Sports Betting Act of 2019, and the Fantasy Contests Consumer Protection Act of 2019 and administrative rules to promote the safety, security and integrity of gaming 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: 60**

Performs a full range of regulatory assignments related to regulation and enforcement of internet gaming, internet sports betting, and fantasy contests conducted under the Michigan Gaming Control & Revenue Act as amended, the Lawful Internet Gaming Act of 2019, the Lawful Sports Betting Act of 2019, and the Fantasy Contests Consumer Protection Act of 2019 and administrative rules.

**Individual tasks related to the duty:**

- Monitors and reviews internet gaming activities to ensure compliance with statutory requirements.
- Identifies problem areas concerning regulation, enforcement, and compliance, defining corrective action and outlining possible procedures.
- Prepares investigative reports, memorandums, correspondence, and other required written documents. Consolidates all pertinent and significant investigative findings into the appropriate report form.
- Works with complex databases and network systems to obtain and provide data relative to compliance issues.
- Serves as a resource on internet gaming compliance issues in administrative or judicial proceedings.
- Provides technical advice to law enforcement agencies and the Board.
- Interviews witnesses, obtains, and preserves evidence, and prepares reports on all activities.

**Duty 2**

**General Summary:**

**Percentage: 30**

Receives and assists with patron complaints and investigations of internet gaming regulatory violations, including unusual and/or improper events.

**Individual tasks related to the duty:**

- Files reports and makes recommendations for Board action and/or correction of activity by operator and platform provider.
- May serve as a witness in any subsequent proceedings.

**Duty 3**

**General Summary:**

**Percentage: 10**

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

**Individual tasks related to the duty:**

- Monitors compliance with policies and procedures and standards established by the Board for internet gaming and equipment, as set forth in the act and rules, to prevent practices that undermine the public's confidence in the Michigan gaming industry.
- Assists supervisor and performs assignments and miscellaneous duties as directed to contribute to the overall operation of the MGCB.
- 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.**

Makes decisions regarding noncompliance with 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 and administrative rules.

**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 would require review and approval from the State Administrative Manager.

**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 Detroit-based casinos, where employee may be exposed to high concentration of tobacco smoke and noise.

**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 is responsible for ensuring compliance with the Michigan Gaming Control & Revenue Act as amended, the Lawful Internet Gaming Act of 2019, Lawful Sports Betting Act of 2019, and the Fantasy Contests Consumer Protection Act of 2019 and administrative rules.

**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.

The position requires a thorough knowledge of the Michigan Gaming Control & Revenue Act as amended, the Lawful Internet Gaming Act of 2019, Lawful Sports Betting Act of 2019, and the Fantasy Contests Consumer Protection Act of 2019, and their associated Administrative Rules. The position also requires thorough knowledge of agency policy and procedures.

This position will serve as a regulation officer responsible for performing a full range of regulatory assignments related to regulation and enforcement of internet gaming, internet sports betting, and fantasy contests conducted under statutory requirements and 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 as a State Police Detective Sergeant or its equivalent 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. The determination of what constitutes equivalent experience is based on a comparison of an applicant's experience and training to the experience and training, specifically as it relates to investigative training, of a Michigan State Police Detective.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge in investigation and inspection techniques.
- Ability to evaluate, interpret and/or apply laws, rules and regulations.
- Ability to conduct investigations.
- Ability to effectively conduct interviews
- Ability to mediate disputes.
- Ability to gather, preserve and maintain the proper chain of custody of evidence and to testify in court and at administrative hearings.
- Ability to maintain records and prepare reports and correspondence related to the work.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to maintain favorable public relations.
- Ability to conduct investigations/special projects on short/tight deadlines as directed by management.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

*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.***

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Appointing Authority

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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.***

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Employee

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Date