

**State of Michigan
Civil Service Commission**

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

Position Code

1. REGLOFRE

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 Casino Operations
5. Working Title (What the agency calls the position) Gaming Lab Regulation Officer	11. Section Gaming Lab
6. Name and Position Code Description of Direct Supervisor FRANKLIN, ROBERT L; DEPARTMENTAL MANAGER-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor SCHULTE, CARLA L; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 3062 W. Grand Blvd, Suite L-700, Detroit, MI 48202 / 8:00 am - 5:00 pm, Monday - Friday

14. General Summary of Function/Purpose of Position

This position conducts regulatory investigations and testing for the Detroit commercial casinos related to field testing confirmation of electronic gaming devices tested by Independent Tests Labs (ITL) and determines compliance with Technical Standards of the Gaming Act, Rules and Internal Controls. This position makes recommendations regarding suitability and investigates complaints specifically associated with electronic gaming devices.

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: 50

Investigate complaints of software status issues and various error notifications determine appropriate action(s) and report to the executive staff.

Individual tasks related to the duty:

- Compile in-depth and comprehensive investigative reports for investigations which detail, summarize, and document facts and evidence developed during the investigative process.
- Perform investigative work in field verifications, not found software, and technical violations.
- Prepare investigative reports, memorandums, correspondence, and other required written documents.
- Consolidate all pertinent and significant investigative findings into the appropriate report form.
- Provide video analysis of gaming events.
- Investigate Lab Revocation notifications.
- Perform review of Progressive Transfer notifications from the three casinos.
- Investigate technical violations in conjunction with the Enforcement section staff.
- Present investigative findings to management, to include recommendations on disciplinary actions.
- Provide testimony supporting findings and conclusions before the Board and/or courts in either civil or criminal litigation.

Duty 2

General Summary:

Percentage: 20

Test, inspect, and assist others with electronic gaming devices and related peripheral devices.

Individual tasks related to the duty:

- Investigate cases to ensure gaming devices follow Technical Standards of the Gaming Act, Rules and Internal Control(s).
- Perform technical review and testing of electronic gaming devices and certification/approval of these devices and associated equipment.
- Document potential issues and concerns which could rise to the level of deficiency, thus compromising the gaming integrity and devices.
- Review Field Verification reports from Enforcement Regulation Officers to ensure compliance of approved gaming equipment

Duty 3

General Summary:

Percentage: 20

Formulate procedures, policies and standards used to inspect and investigate.

Individual tasks related to the duty:

- Design and recommend controls and security procedures for both the Board and the Detroit commercial casinos.
- Recommend new internal controls, policies and standards.
- Determine the impact of the procedures and investigations.
- Research and analyze laws and rules that may affect casino gaming.

Duty 4

General Summary:

Percentage: 10

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

Individual tasks related to the duty:

- Provide technical support to Enforcement section Regulation Officers new and existing verification procedures.
- Perform peer review on Lab assignments.
- Perform other investigative related duties and special projects 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 related to investigative course of action. Decisions on recommendations to present regarding the updating of rules, internal controls, 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 an office-lab setting; requiring sitting, standing, working at a computer and lifting 25-30 lbs. Occasional travel to the Board's Detroit/Lansing offices or Board offices within Detroit-based casinos where the individual may be required to walk through a casino where there is a high concentration of tobacco smoke in order to reach the Board office in the casino. Occasionally, may be required to travel to other Board offices and other locations.

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 conducts regulatory investigations and testing for the Detroit casinos related to field testing confirmation of electronic gaming devices, determines compliance with Technical Standards and Internal Controls and makes recommendations regarding suitability.

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

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 conducts regulatory investigations and testing for the Detroit casinos related to field testing confirmation of electronic gaming devices, determines compliance with Technical Standards and Internal Controls and makes recommendations regarding suitability.

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.

OR

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:

- Knowledge of the principles and practices of the regulatory field to which assigned.
- Knowledge of the acts and laws that regulate assigned field.
- Knowledge of investigative and inspection techniques.
- Ability to conduct investigations, interview suspected violators and obtain evidence regarding violations of regulated activity.
- Ability to communicate effectively, especially in writing.
- Ability to gather, preserve and maintain the proper chain of custody of evidence and to testify in court and at administrative hearings.
- Ability to interpret laws and regulations, be knowledgeable in the area of gaming facilities, equipment and technology.

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

Appointing Authority

9/3/2025

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